Alberta
Freedom To Create. Spirit To Achieve.

FES USER GUIDE



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Government of Alberta
Education

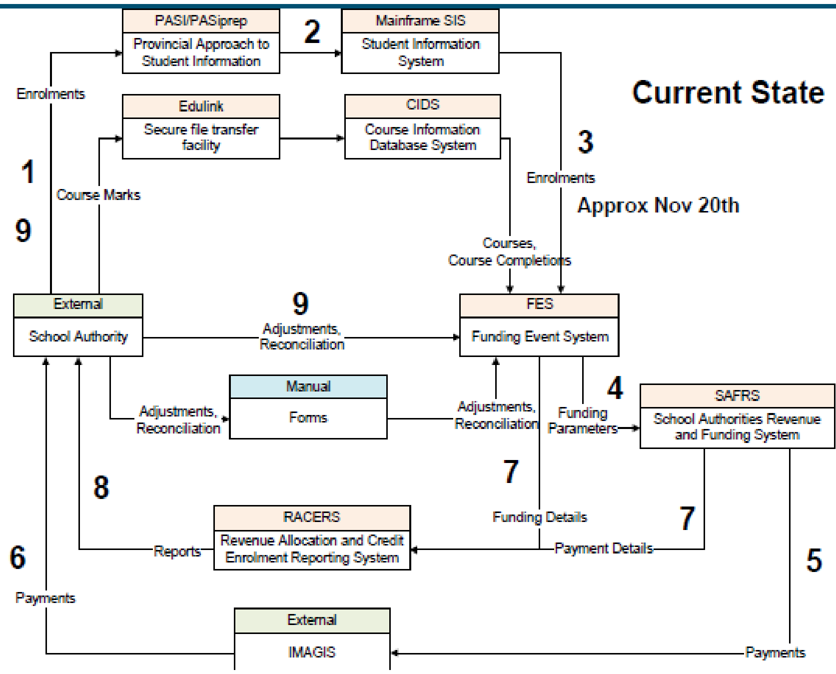
Alberta
Freedom To Create. Spirit To Achieve.

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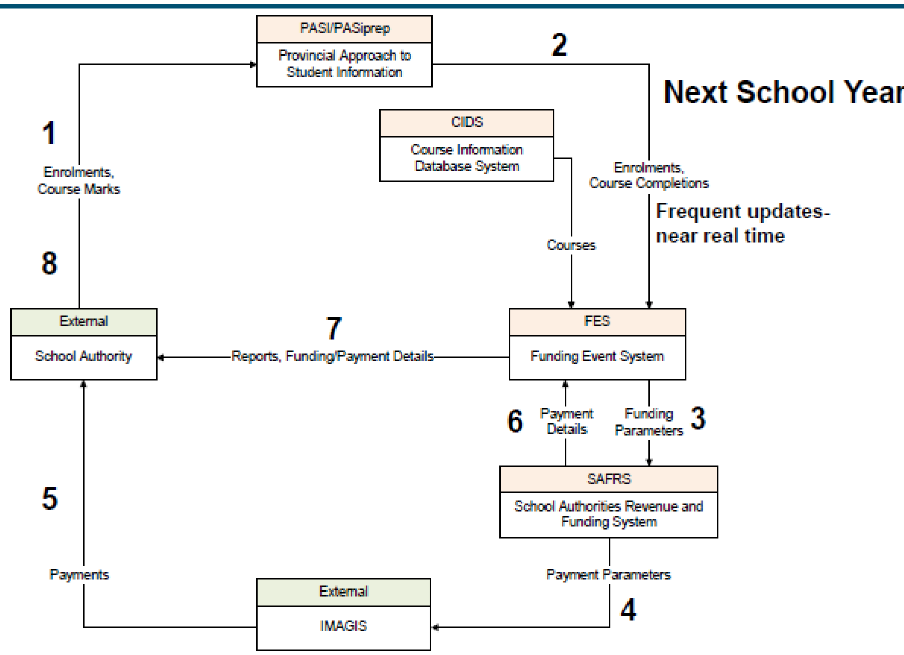
Government
of Alberta
Education

SYSTEMS USED

Systems involved in funding school authorities – current state



Systems involved in funding school authorities – near future



ENROLMENT

- September 30th Enrolment – students enrolled and physically in attendance on that day. (Refer to Funding Manual Section 8.7 – Enrolment Counts for further explanation)
- School Finance Interfaces with SIS/PASI around November 20 for the initial enrolment numbers
- All changes to a student demographic and enrolment information needs to be done directly in PASI. For funding purposes the changes will need to be made in FES as well.
- The December extract will be the first extract of the current school year that will have actual enrolment data

CEU's

- First interface from CIDS to FES is in March. The March extract will be the first time actual CEU data is in FES

WHAT IS THE FUNDING EVENT SYSTEM (FES)

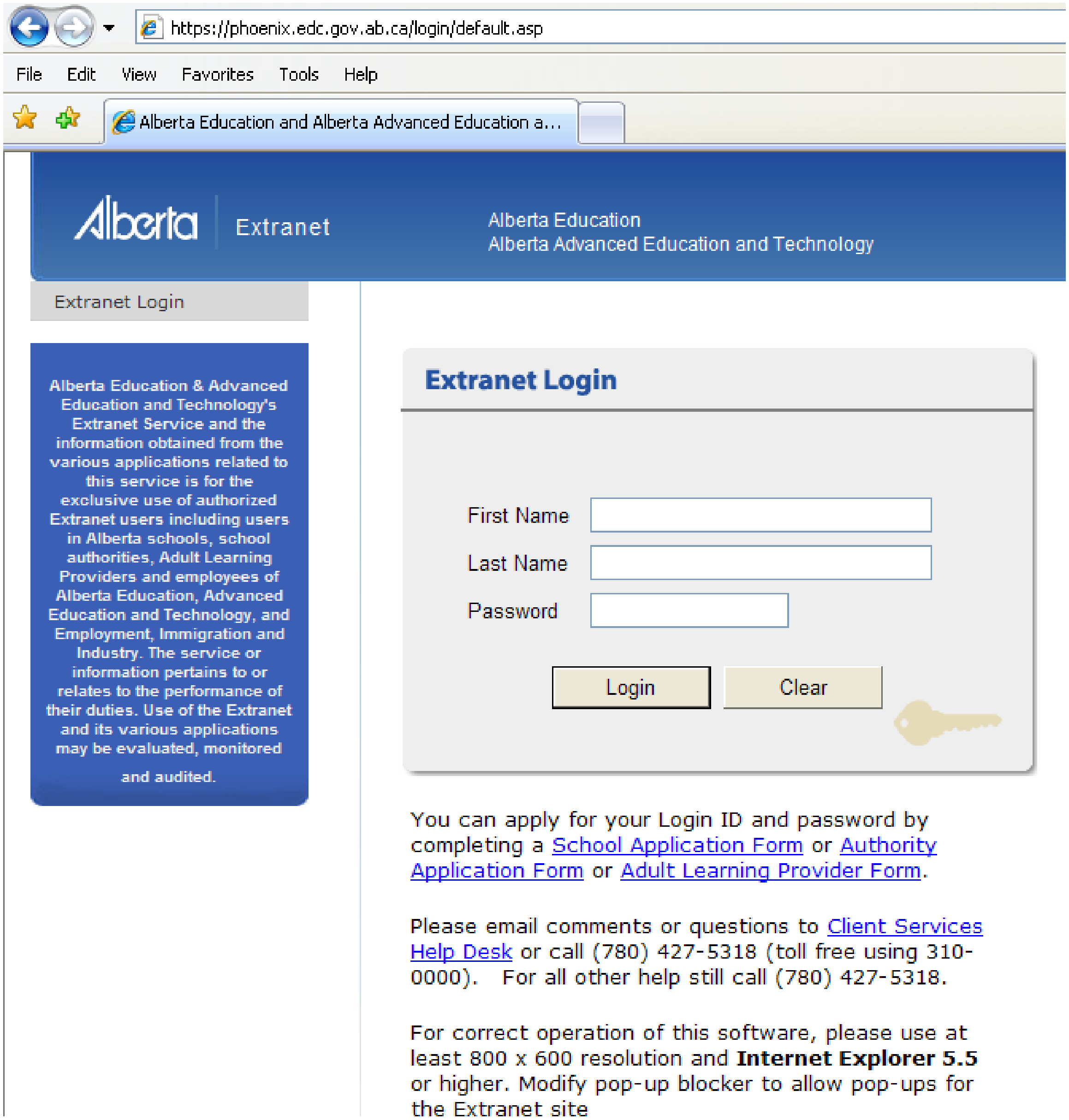
FES is a web-based application that allows authorized users to respond to and approve adjustments to adjust funding data, view Student Profiles and Calculation Sheets and run various reports (Authority Level only)

Through adjustments users can identify Blended Program percentages, resolve Priority School Conflicts, resolve Course Conflicts, enter Junior High Courses taken by Senior High Students and Resolve Duplicate Course Marks.

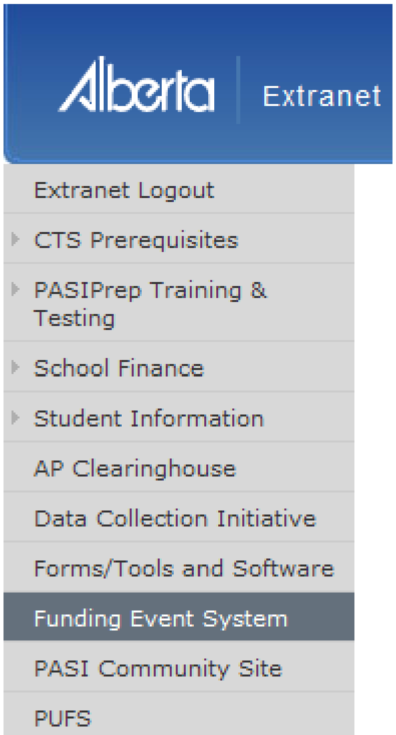
There is a workflow capability for adjustments that manages the transactions that are entered into the system and provides a more up-to-the-minute capability to adjust funding data.

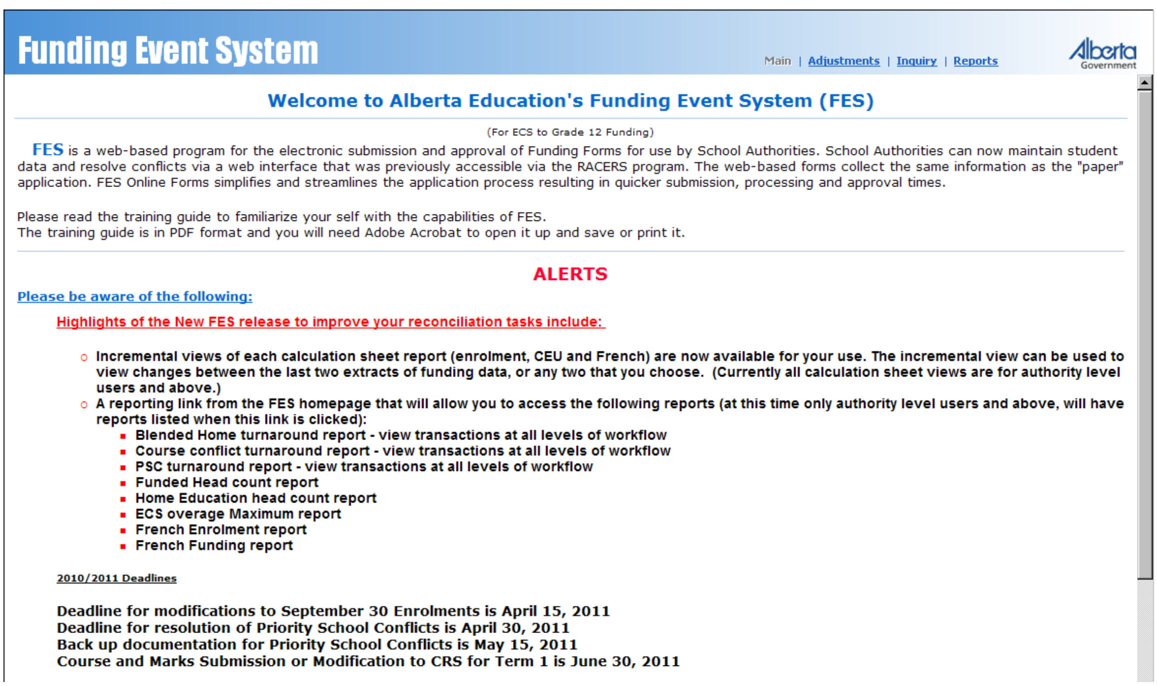
HOW TO GET FES ACCESS AND LOG INTO THE EXTRANET

- Each user must have an Alberta Education Extranet ID and be authorized to access FES
    - To receive an Alberta Education Extranet ID an application form located on the Extranet (https://phoenix.edc.gov.ab.ca) must be completed with the appropriate signature
    - Please indicate that access is required for FES.
    - Send the completed form to the Help Desk
        - Fax: 780.427.1179
        - Phone: 780.427.5318
        - Email: cshelpdesk@gov.ab.ca
    - The Help desk can help you with logging into the Extranet.


https://phoenix.edc.gov.ab.ca/login/default.asp
File Edit View Favorites Tools Help
Alberta Education and Alberta Advanced Education a...
Alberta
Extranet
Alberta Education
Alberta Advanced Education and Technology
Extranet Login
Alberta Education & Advanced Education and Technology's Extranet Service and the information obtained from the various applications related to this service is for the exclusive use of authorized Extranet users including users in Alberta schools, school authorities, Adult Learning Providers and employees of Alberta Education, Advanced Education and Technology, and Employment, Immigration and Industry. The service or information pertains to or relates to the performance of their duties. Use of the Extranet and its various applications may be evaluated, monitored and audited.
Extranet Login
First Name
Last Name
Password
Login
Clear
You can apply for your Login ID and password by completing a School Application Form or Authority Application Form or Adult Learning Provider Form.
Please email comments or questions to Client Services Help Desk or call (780) 427-5318 (toll free using 310-0000). For all other help still call (780) 427-5318.
For correct operation of this software, please use at least 800 x 600 resolution and Internet Explorer 5.5 or higher. Modify pop-up blocker to allow pop-ups for the Extranet site

Once logged into the Extranet, click on Funding Event System from the menu on the left hand side.





FES SUPPORT

- FES Support Team - EDC-FESSupportTeam@learning.gov.ab.ca
- Help Desk -- cshelpdesk@gov.ab.ca ; 780.427.5318
- Carmen Boyer -- carmen.boyer@gov.ab.ca ; 780.422.6918
- Daimen Tan -- daimen.tan@gov.ab.ca ; 780.422.0865

FES SYSTEM OVERVIEW

FES is a role-based system that recognizes the user role of the signed on user and displays the FES screens accordingly. The user roles are as follows:

- School Administrator (school level submission)
- School Authority Administrator (school authority level submission and/or review)
- Secretary Treasurer (school authority approval)
- School Finance – Funding Administrator review

The following forms are available to the above roles;

- Add/Modify/Delete
- Blended Program
- Resolve Priority School Conflicts
- Resolve Course Conflicts
- Junior High Courses Taken By Senior High Students

The basic workflow for FES is where the School Administrator will initiate the transactions. Valid transactions will be sent to their School Authority Administrator for review and submission. These transactions will then be routed to their Secretary Treasurer for the final approval for the School Authority. Once the Secretary Treasurer approves the transaction, the transactions that do not require School Finance Branch intervention will be immediately processed by the system. The transactions that do require School Finance Branch intervention will be sent to the designated Funding Administrator for review and processing. The alternate workflow is that any higher-level user will be able to manipulate the lower level transactions. In other words, a School Authority user or the Secretary Treasurer user will be able to initiate transactions on behalf of their schools. The transactions will always move one level up from whoever is initiating the transaction, i.e. if the School Authority user initiates a transaction, it will go to the Secretary Treasurer, if the Secretary Treasurer initiates the transaction, it will either go to School Finance for resolution or get processed immediately.

A user at any level, other than the School level, will be able to reject a transaction down one level at a time.

FES MAINTENANCE

The FES system will be taken down for maintenance periodically and users will be notified on the alert screen. During this period, if you try to Logon to FES, you will receive a page alerting you to this fact.

FES MENU OVERVIEW

The main screen of the FES system consists of the Header that shows the various buttons that comprise the system and the main content window for the screen. These buttons are either enabled or disabled based on the user role. There are four main selections:

MAIN *(default when you sign on)*

- The main screen displays the Welcome Page, highlights new functionality provides messages/deadlines from School Finance Branch, and contact information.

ADJUSTMENTS

- Takes the user to the Adjustments screen where they can manage the various adjustment transactions generated by the system for the user (priority school conflicts, blended program, course conflicts, etc.)

INQUIRY

- Takes the user to the Inquiry Screen where they can look at a Students Profile, Enrolment and CEU Calculation Sheets, Enhanced Inquiry and Payments Details (Authority and Secretary Treasurer only)

REPORTS

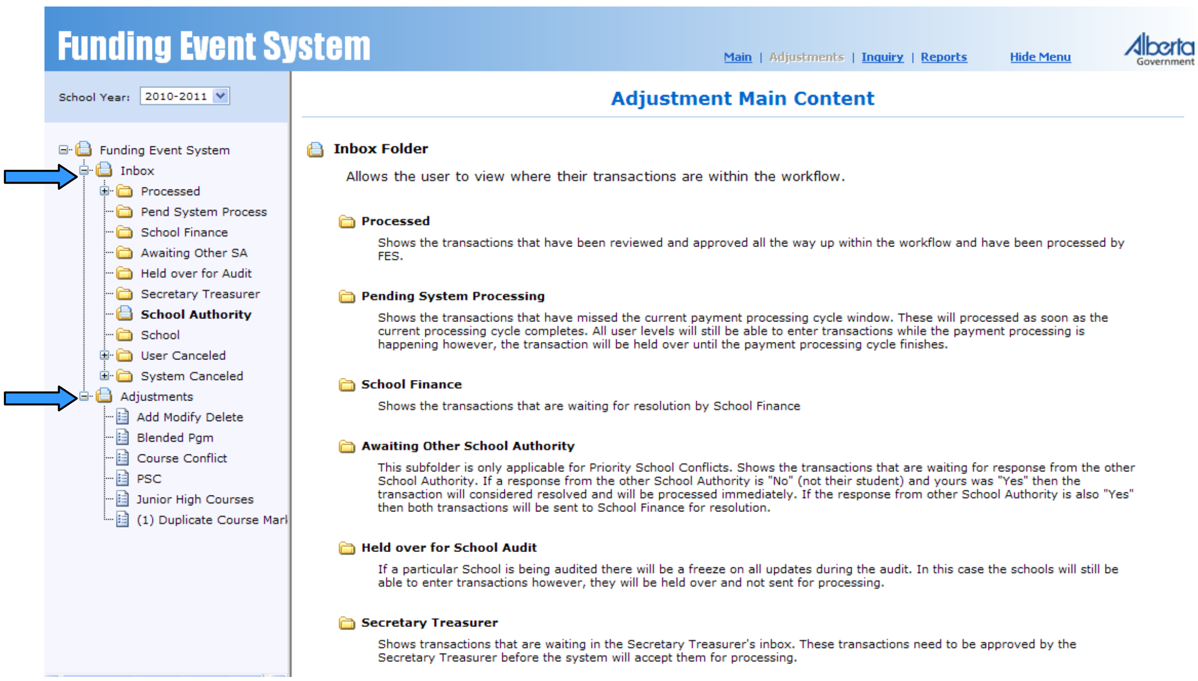
- Takes user to the Report tab where they can run various reports (School Authority and Secretary Treasurer only)

ADJUSTMENT TAB (ENROLMENT)

The Adjustment screen is divided into two main sections, a menu section (Workflow Tree) on the left and a related details section on the right. The initial entry into this screen displays the menu related to the user on the left and Adjustments related messages (Adjustment Main Content) on the right.

The Workflow Tree is divided into two parts:

- The **INBOX** folder allows the user to view where their transactions are within the workflow.
- The **ADJUSTMENTS** folder includes the forms the user can access to Add/Modify/Delete or respond to system-generated requests for Blended Program, Priority School Conflicts and Course Conflicts.



The **INBOX** folder contains the following folders:

- **PROCESSED** - shows the transactions that have been reviewed and approved all the way up within the workflow and have been processed by FES.
- **PENDING SYSTEM PROCESSING** - shows the transactions that have missed the current payment processing cycle window. These will be processed as soon as the current processing cycle completes. All user levels will still be able to enter transactions while the payment processing is happening however, the transaction will be held over until the payment processing cycle finishes.
- **SCHOOL FINANCE -** shows the transactions that are waiting for resolution by School Finance
- **AWAITING OTHER SCHOOL AUTHORITY -** Available for Priority School Conflicts and Course Conflicts. Shows the transactions that are waiting for response from the other School Authority. If a response from the other School Authority is “No” (not their student) and yours was “Yes” then the transaction will be considered resolved and will be processed immediately. If the response from the other

School Authority is also "Yes" then both transactions will be sent to School Finance for resolution.

- **HELD OVER FOR SCHOOL AUDIT** - If a particular School is being audited there will be a freeze on all updates during the audit. In this case the schools will still be able to enter transactions; however, they will be held and not sent for processing.
- **SECRETARTY TREASURER** - Shows transactions that are waiting in the Secretary Treasurer's inbox. These transactions need to be approved by the Secretary Treasurer before the system will accept them for processing.
- **SCHOOL AUTHORITY** - Shows transactions that are waiting in the School Authority's inbox. These transactions need to be approved by the School Authority Administrator before they get passed onto the Secretary Treasurer. (Alternatively the Secretary Treasurer may approve these transactions on behalf of the School Authority Administrator).
- **SCHOOL** - shows only the transactions that have been rejected all the way down to the school from other level(s).

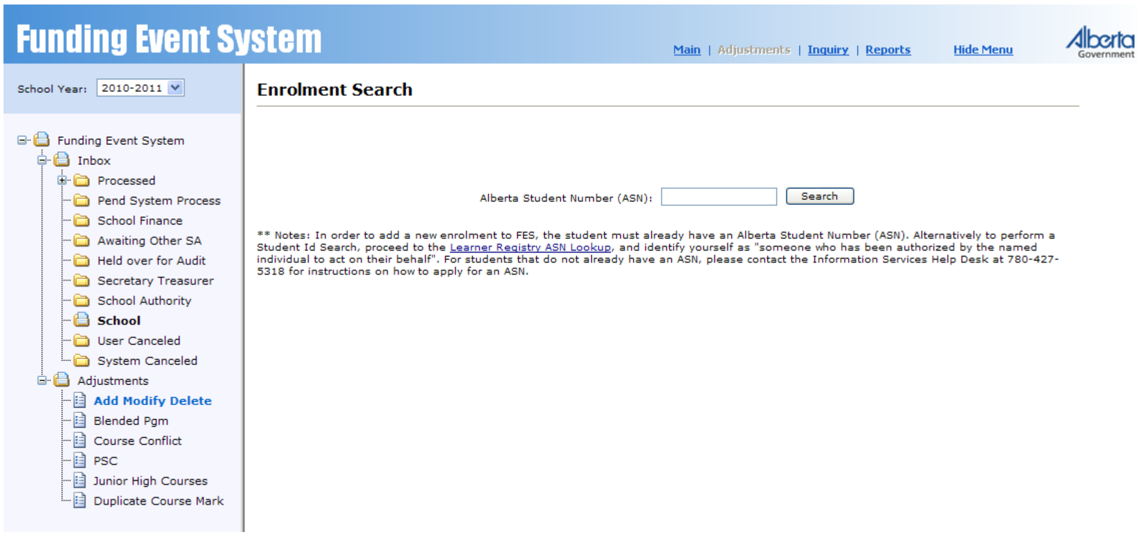
The **ADJUSTMENTS** folder consists of all the forms the user can access to initiate new changes or respond to system-generated requests for Blended Program, Priority School Conflicts and Course Conflicts.

The following actions will be available for all screens.

- Click on a menu item to access information related to your selection.
- Click on **Hide Menu,** in header area, to increase your screen area while completing a transaction.
- For all the detail screens, the data appearing on any screen may be sorted by columns. Click on any heading to sort the data.

ADD/MODIFY/DELETE

- Enter the Student's Alberta Student Number (ASN) and click on Search.



- If the student exists, then the system will give back a list screen from where the user will be able to view the details of the student and modify/delete the student or Add the student if the student enrolment did not already exist at that School/School Authority

Enrolment List

Surname	Given Names	Birth Date	Gender	ASN	School	Authority	Status/Type	Workflow Level	Last Updated	Details
Test	Student	2004/11/15	Male	1100-0083-3	FES Test School	FES Test Authority	Existing Enrolment (avail. for update)		2011/09/28	Details...

Add Enrolment | Back

- If the student does not exist within FES, the student will have to be registered with Alberta Education and an ASN will be assigned.

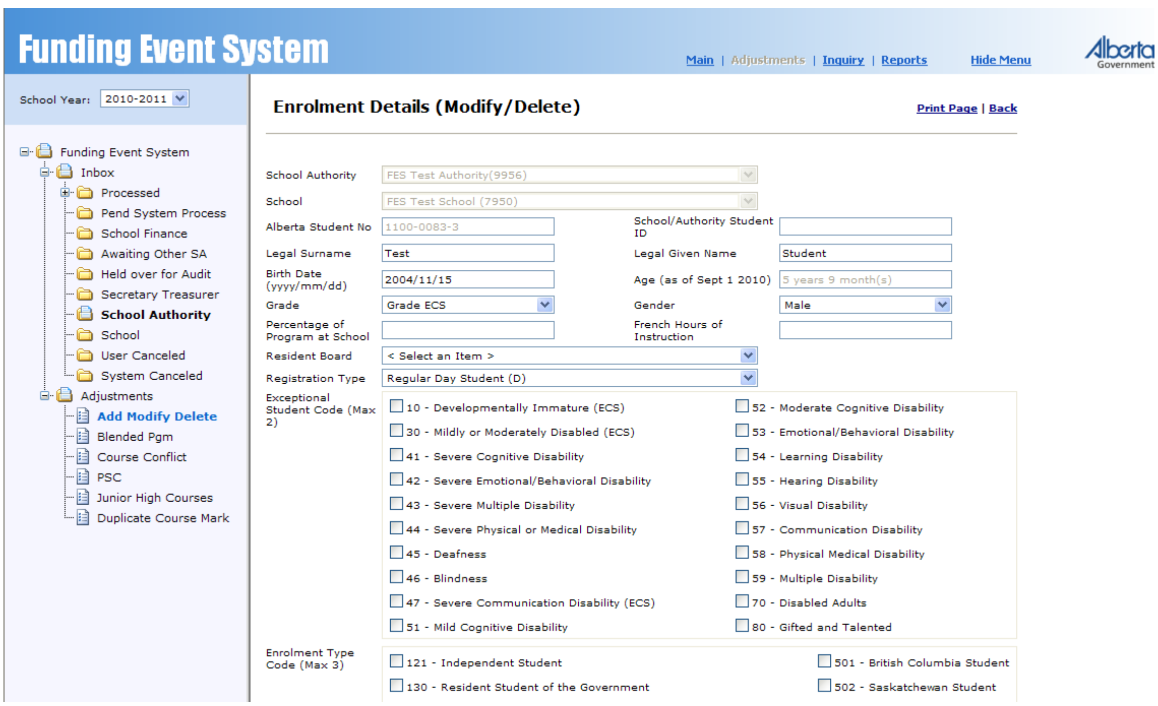
Enrolment List

No records found that match your criteria.

Add Enrolment | Back

- If the user wants to add an enrolment, click on the Add Enrolment button.
  - An entry form will come up (see next screen shot)
  - Fill in the appropriate information
  - Press Add button at the bottom of the online form
- If the user wants to update or delete the enrolment information, click on the Details link; the details screen will be displayed.
  - Fill in the appropriate information as required.
  - Click Modify or Delete enrolment.
- Repeat the procedure for all the enrolments you want to add/modify/delete for each particular student.

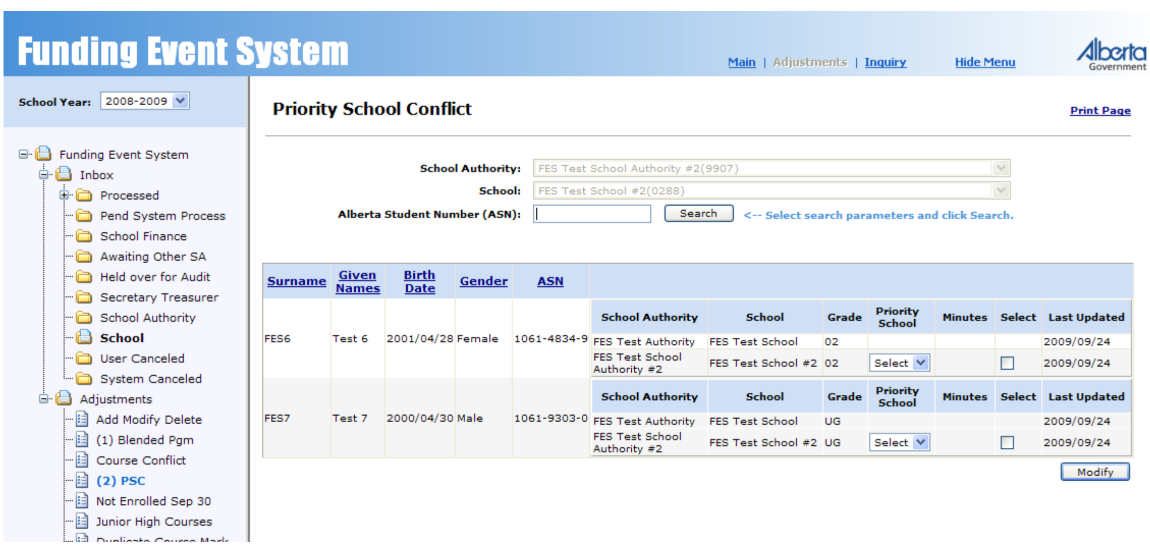
ENROLMENT DETAILS (AMD)



Note: The modify screen (via Details link) is the same as the add screen, except the current data will be shown on the form.

PRIORITY SCHOOL CONFLICT

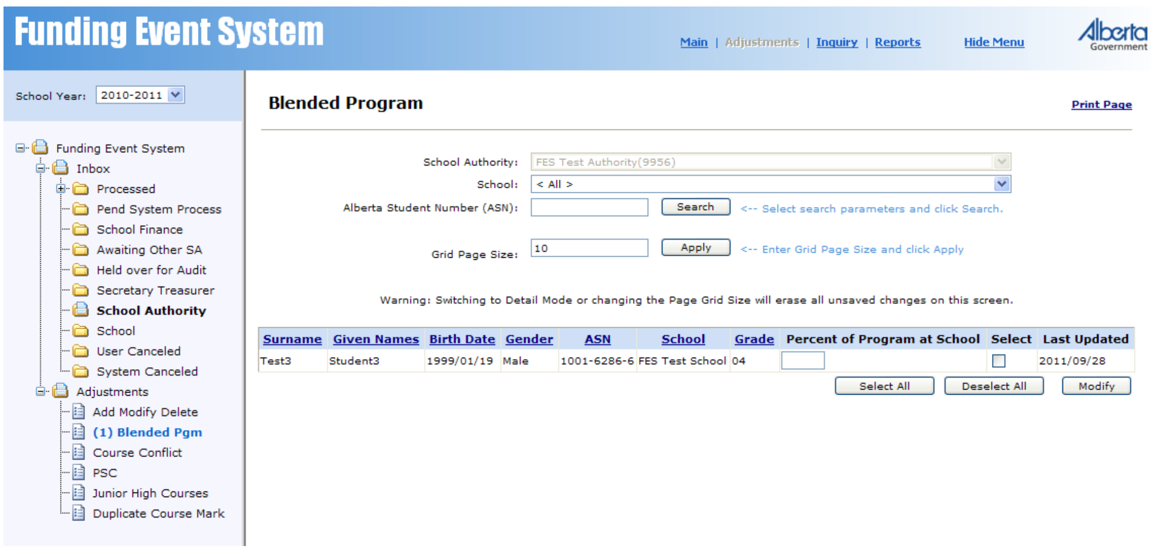
- For a school user role, the drop down for choosing the school authority and the school will be defaulted and the user will not be able to change the selection.
- For a school authority and secretary treasurer user roles, the drop down for school authority will be defaulted and the user will not be able to change the selection. However, the user will be able to change the school selection within their school authority.
- Identify if the student was enrolled and attending your school as of September 30 (Yes or No)
- If Yes is indicated for a student in Grades 10-12, you must identify the amount of actual instructional minutes provided for the first term (September through January). These minutes should be based on the actual attendance of the student in the first term.
- Instructional minutes are not required for K-9 students.
- The select box will automatically be checked when a user selects YES/NO or enters minutes.



BLENDED PROGRAM

- Please identify the percentage of the student's program taken at school and check the select box of the student(s) you want to modify.

- Note:
  - For students enrolled in Grades 1-9, 50% or more of their education program must be taken at school
  - For students enrolled in Grades 10-12, 20% or more of their education program must be taken at school

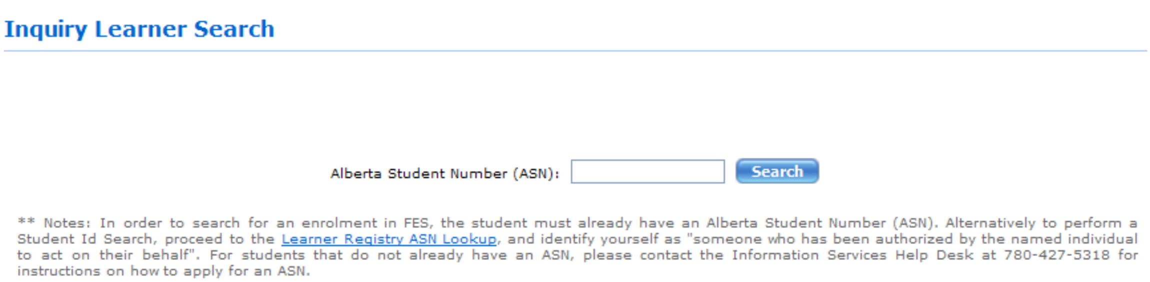


HOW TO VERIFY ENROLMENT INFORMATION

INQUIRY TAB (ENROLMENT)

STUDENT PROFILE searches the student list by Alberta Student Number (ASN) to find a particular student. The profile will display current, pending and a history summary of enrolment and course mark information.

- Enter the ASN and click Search
- The Student Profile will be displayed with only the demographic information showing at the top of the screen
- The user can click on any of the column headings to go to the particular information needed.
  - **CURRENT SUMMARY (Enrolment and Course Mark)** – opens as default screen, summarized version of the enrolment and course mark details
  - **PENDING SUMMARY (Enrolment and Course Mark)** - shows user enrolment and course mark changes that will be included in the next payment
  - **HISTORY SUMMARY (Enrolment and Course Mark)** shows the user changes to the history of enrolments and course marks
  - **ENROLMENT DETAIL** – additional view of the enrolment details
  - **COURSE MARK DETAIL** – additional view of the course mark details
  - **ALL COURSES** –shows user all courses taken by the student for all school years for the login school/authority
  - **ADLC CLAIMS** - shows the user claims that were submitted by ADLC and whether or not they are funded
  - **SEARCH** - takes the user back to the original Inquiry Learner Search Screen to search for another ASN
  - **REFRESH** - if the user has made a change through the adjustment screen and believes a change should be made to the profile they can click refresh and see if the change has taken effect



Student Profile

ASN: Surname: Given Name:

Gender: Male Birth Date: 2002/12/21

Current Summary | Pending Summary | History Summary | Enrolment Detail | Course Mark Detail | All Courses | ADLC Claims | Search

Funding Event System

Main | Adjustments | Inquiry | Admin   Hide Menu   Alberta Government

School Year: 2008-2009

- Funding Event System
  - Inquiries
    - Student Profile

Inquiry Learner Search

Alberta Student Number (ASN): [ ] Search

** Notes: In order to search for an enrolment in FES, the student must already have an Alberta Student Number (ASN). Alternatively to perform a Student Id Search, proceed to the Learner Registry ASN Lookup, and identify yourself as "someone who has been authorized by the named individual to act on their behalf". For students that do not already have an ASN, please contact the Information Services Help Desk at 780-427-5318 for instructions on how to apply for an ASN.

Funding Event System

Main | Adjustments | Inquiry | Admin   Show Menu   Alberta Government

Student Profile

Back

ASN: Surname: Given Name:

Gender: Female Birth Date: 1995/07/13

Current Summary | Pending Summary | Enrolment Detail | Course Mark Detail | All Courses | ADLC Claims | Search | Refresh

Enrolment List

View Funding	Pending	School Code	School Authority Code	Enrolment Count Period	Sept 30th Enrolment	Priority/ Relevant Enrolment	Resident Authority Code	Board Id	Registration Type	Student Type	Grade	Calculated Grade	ECS Start Month	Age In Months	Age	Underage/ Overage	PSC Response
View	N			1	Y	Y		00-008	D	08	08	08		157	13 years 1 months		

Enrolment Funding Details

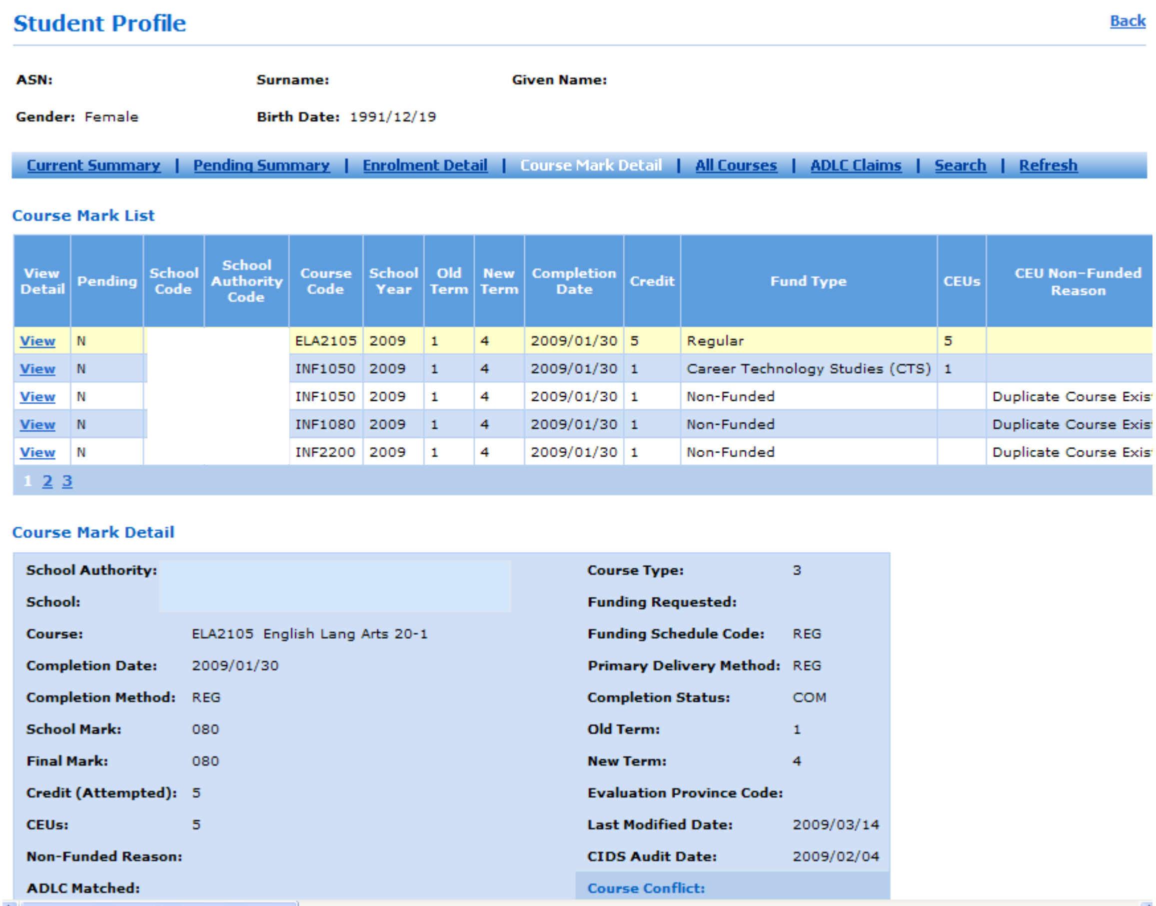
Select Funding	Pending	Recipient School Code	Recipient School Authority Code	Enrolment Count Period	Funding Type	Funding Allocation	Student Count	Funding Value	Non-Funded Reason	Calculated Grade	Last Modified Date	Modified By	Last Extra Date
Select	N			1	French	French Funding - French as Second Language	1	.1063		08	2008/12/25	EnrolmentIntegration	
Select	N			1	Enrolment	Head Count - Regular	1	1		08	2008/12/25	EnrolmentIntegration	
Select	N			1	Enrolment	Base Funding - Regular	1	1		08	2008/12/25	EnrolmentIntegration	

Course Mark List

No Course Marks!

Course Mark Summary

No Course Marks!



Student Profile

Back

ASN: **Surname:** **Given Name:**

Gender: Female **Birth Date:** 1991/12/19

Current Summary | Pending Summary | Enrolment Detail | Course Mark Detail | All Courses | ADLC Claims | Search | Refresh

Course Mark List

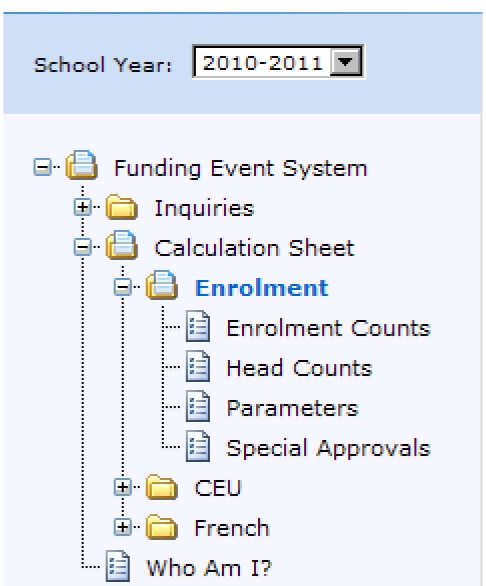
View Detail	Pending	School Code	School Authority Code	Course Code	School Year	Old Term	New Term	Completion Date	Credit	Fund Type	CEUs	CEU Non-Funded Reason
View	N			ELA2105	2009	1	4	2009/01/30	5	Regular	5	
View	N			INF1050	2009	1	4	2009/01/30	1	Career Technology Studies (CTS)	1	
View	N			INF1050	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis
View	N			INF1080	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis
View	N			INF2200	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis

1 2 3

Course Mark Detail

School Authority:		**Course Type:**	3
School:		**Funding Requested:**	
Course:	ELA2105 English Lang Arts 20-1	**Funding Schedule Code:**	REG
Completion Date:	2009/01/30	**Primary Delivery Method:**	REG
Completion Method:	REG	**Completion Status:**	COM
School Mark:	080	**Old Term:**	1
Final Mark:	080	**New Term:**	4
Credit (Attempted):	5	**Evaluation Province Code:**	
CEUs:	5	**Last Modified Date:**	2009/03/14
Non-Funded Reason:		**CIDS Audit Date:**	2009/02/04
ADLC Matched:		**Course Conflict:**	

ENROLMENT CALCULATION SHEETS



ENROLMENT COUNTS - provides total and funded enrolment information by authority or school on the September 30th count date.

Enrolment Counts

		EC	1-3	4-6	7-9	10-12	EC-12
	Base Funding						
	Blended Home Education	0.00	0.00	0.00	0.00	0.00	0.00
	Blended School Education	0.00	0.00	0.00	0.00	0.00	0.00
	Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
	Home Education	0.00	0.00	0.00	0.00	0.00	0.00
	Regular	652.00	1,494.00	1,511.00	1,456.00	1,548.00	6,661.00
	Total Base Funding	652.00	1,494.00	1,511.00	1,456.00	1,548.00	6,661.00
	Non-funded						
	Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
	ECS	0.00	0.00	0.00	0.00	0.00	0.00
	First Nations	0.00	0.00	1.00	0.00	0.00	1.00
	Not Enrolled Sept 30	0.00	0.00	0.00	0.00	16.00	16.00
	Other	0.00	0.00	1.00	1.00	421.00	423.00
	Priority School Conflict (PSC)	0.00	0.00	0.00	0.00	0.00	0.00
	Underage/Overage	2.00	1.00	0.00	0.00	5.00	8.00
	Visiting	0.00	0.00	3.00	1.00	17.00	21.00
	Total Non-funded	2.00	1.00	5.00	2.00	459.00	469.00
	Total Enrolments	**654.00**	**1,495.00**	**1,516.00**	**1,458.00**	**2,007.00**	**7,130.00**

		EC	1-3	4-6	7-9	10-12	EC-12
	Other Funding						
	ECS Gifted & Talented	89.00	0.00	0.00	0.00	0.00	89.00
	ECS Mild/Moderate	110.00	0.00	0.00	0.00	0.00	110.00
	ESL Canadian Born	63.00	51.00	24.00	2.00	1.00	141.00
	ESL Foreign Born	25.00	98.00	121.00	131.00	78.00	453.00
	FNMI	27.00	83.00	85.00	62.00	65.00	322.00
	Francisation Canadian Born	0.00	0.00	0.00	0.00	0.00	0.00
	Francisation Foreign Born	0.00	0.00	0.00	0.00	0.00	0.00
	Severe	60.00	48.00	52.00	54.00	25.00	239.00
	Total Other Funding	374.00	280.00	282.00	249.00	169.00	1,354.00

HOW TO WORK WITH THE ENROLMENTS COUNTS CALCULATION SHEET

- When the calculation sheet is selected for viewing the summary level of the report will be presented
- Drilldown is available on all of the values that are underlined to a detailed level
- From the drilldown view, the ASN is underlined and when clicked would take the user to the student profile view for that ASN
- View Report Link – on the top right corner is the View Report link for the Summary View and the Detail View. Clicking on the view report link will take the user to a printer friendly version of the information. From this screen the user

can select to print the report, using the printer button. The user can also export the data into a variety of formats for further analysis by selecting the format from the drop down box, and then pressing the export button. Exports can be done to XML, CSV, PDF, MHTML, Excel, TIFF and Word

SUMMARY (INITIAL) VIEW

Enrolment Counts

	EC	1-3	4-6	7-9	10-12	EC-12
Base Funding						
Blended Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Blended School Education	0.00	0.00	0.00	0.00	0.00	0.00
Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Regular	652.00	1,494.00	1,511.00	1,456.00	1,548.00	6,661.00
Total Base Funding	652.00	1,494.00	1,511.00	1,456.00	1,548.00	6,661.00
Non-funded						
Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
ECS	0.00	0.00	0.00	0.00	0.00	0.00
First Nations	0.00	0.00	1.00	0.00	0.00	1.00
Not Enrolled Sept 30	0.00	0.00	0.00	0.00	16.00	16.00
Other	0.00	0.00	1.00	1.00	421.00	423.00
Priority School Conflict (PSC)	0.00	0.00	0.00	0.00	0.00	0.00
Underage/Overage	2.00	1.00	0.00	0.00	5.00	8.00
Visiting	0.00	0.00	3.00	1.00	17.00	21.00
Total Non-funded	2.00	1.00	5.00	2.00	459.00	469.00
Total Enrolments	**654.00**	**1,495.00**	**1,516.00**	**1,458.00**	**2,007.00**	**7,130.00**

	EC	1-3	4-6	7-9	10-12	EC-12
Other Funding						
ECS Gifted & Talented	89.00	0.00	0.00	0.00	0.00	89.00
ECS Mild/Moderate	110.00	0.00	0.00	0.00	0.00	110.00
ESL Canadian Born	63.00	51.00	24.00	2.00	1.00	141.00
ESL Foreign Born	25.00	98.00	121.00	131.00	78.00	453.00
FNMI	27.00	83.00	85.00	62.00	65.00	322.00

DETAIL (DRILL DOWN) VIEW

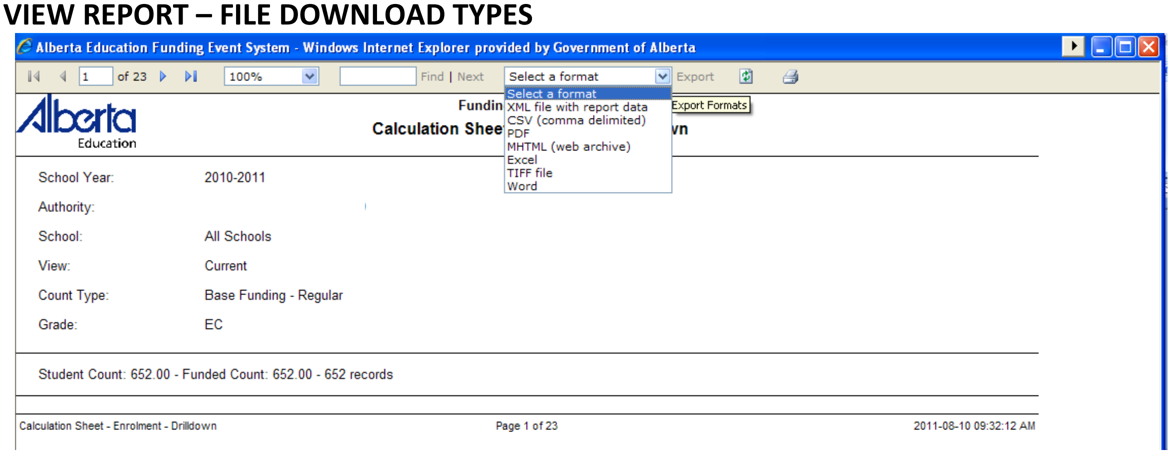
Calculation Sheet - Drilldown View Report

School Authority:
View: Current
Count Type: Base Funding - Regular
Grade: EC

Student Count: 652.00 - Funded Count: 652.00 - 652 records

ASN	Last Name	First Name(s)	Grade	Except. Code 1	Except. Code 2	Student Count	Funded Count	Count Type	Recipient School Code	Recipient School Name	Recipient Authority Code	Recipient Authority Name	Non-funded Reason
			EC	80		1.00	1.00	Base Funding - Regular					
			EC	47		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	47		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	30		1.00	1.00	Base Funding - Regular					
			EC	44		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	80		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	30		1.00	1.00	Base Funding - Regular					

VIEW REPORT – FILE DOWNLOAD TYPES



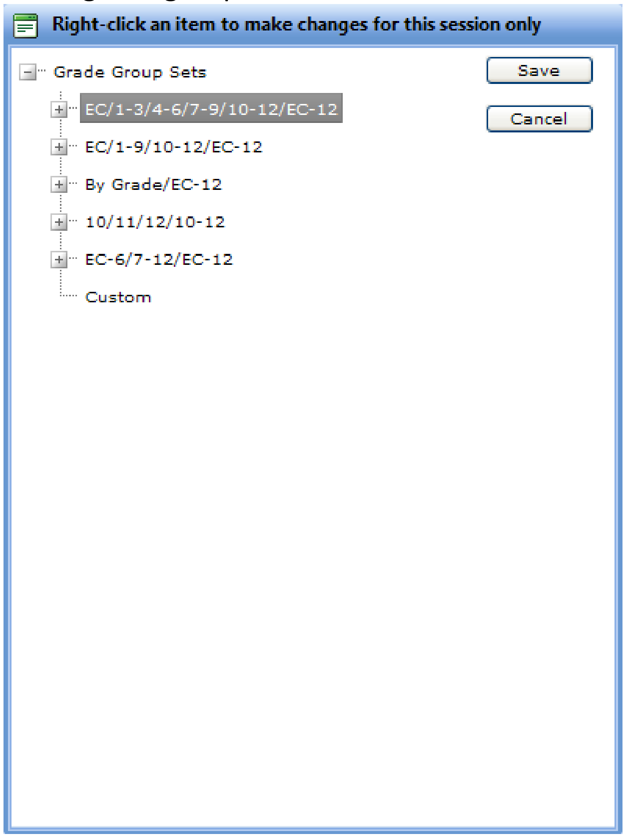
CALCULATION SHEET VIEW SELECTIONS

- **SCHOOL AND AUTHORITY SELECTIONS**
  - School Authority and possibly the School will be defaulted based on the user authorization. Security level gives the user the ability to select the authority or school.
  - Select school by dropping down the list, or by typing characters into the selection box. If you enter one or more characters, you will be taken to the part of the list starting with the characters you have entered.

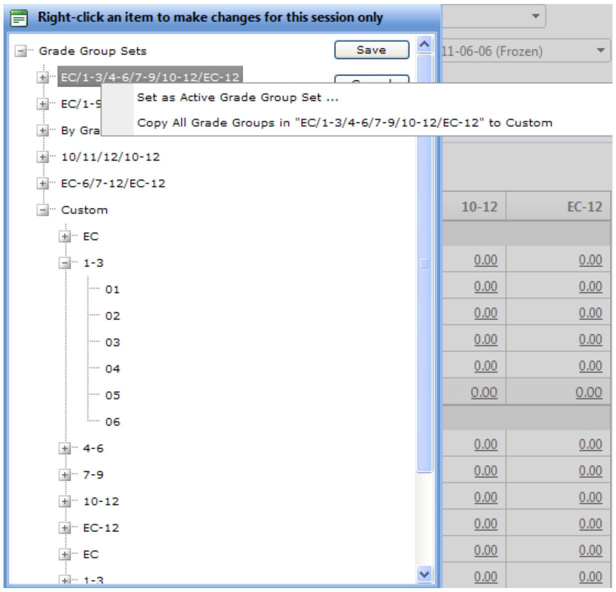
- **VIEW**
  - The view dropdown box will allow the user to select from the various views of data applicable to the authority/school combination selected above
    CURRENT VIEW: this view will display data that has been processed within FES up to the current time
    PENDING VIEW: this view will display any changes that will be included in the next extract/payment for the application authority/school combination
    INCREMENTAL VIEW: this view will display data between two different extracts/snapshots (payments) of data. When incremental is selected, the user is presented with two more drop down boxes that will allow them to select a "from" extract and a "to" extract. The default will be to select the comparison between the last two extracts. If the user selects other than the default, then any data applicable between the two selected extracts will be shown.
    EXTRACT VIEW: This view shows data at a particular point in time that normally correlates to a payment, but not always. As such, based on the extract selected, the data as it was at that point in time will be displayed.
- **VALUES**
  - The options are "student count" and "funded count". A student may have been coded for certain funding, but after assessment in FES, may not meet all the rules for the funding to be applied. The student count versus funded count would show the difference between these two
- **GRADE GROUPINGS**
  CHANGING GRADE GROUPINGS
  - The grade grouping display defaults for those Calculation sheets to which it is applicable. The grade groupings can be changed using the "change" button to display a different summarized view. If you press the change grade group button, you will be shown a list of the pre-defined grade groupings set up in the system
  - To change the grade groupings, click on the one you wish to select, then use the right mouse button. This will bring up an option to select the grade group as the active grade group. You can then select to "save" or "cancel" the change. You will then be returned to the calculation sheet you were previously viewing and the new grade group display will be applied.
  - NOTE: that the grade group display has only been changed for the calculation sheet you are working with and if you navigate away from the page, the change will be lost

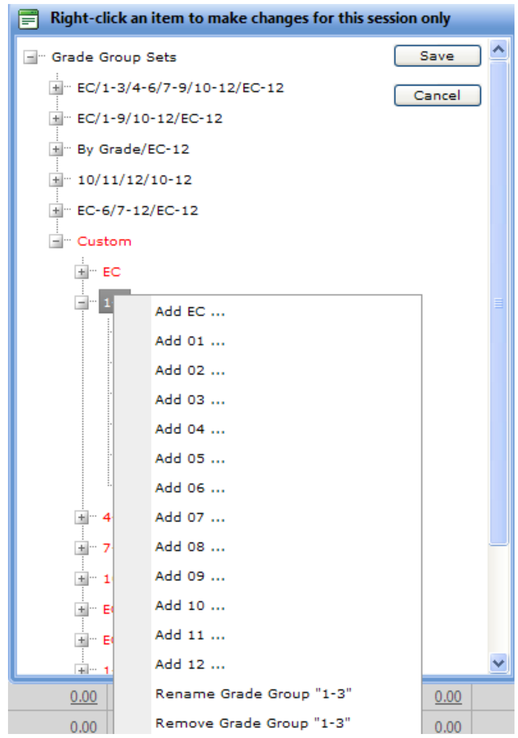
  CUSTOM GRADE GROUPINGS
  - A user can add a custom grade grouping for viewing data beyond the default grade groupings. To do this the user selects a default grade grouping that is closest to the view they desire. Copy this selection to the custom grouping and modify as required.
  - For example , if the user wanted to view Enrolment Count data with a grade grouping breakdown of EC- 6, 7- 9, 10- 12, then do the following:

- Select the enrolment count data to be viewed
- Press the grade grouping change button
- Highlight the grade group set EC/1-3/4-6/7-9/10-12/EC-12

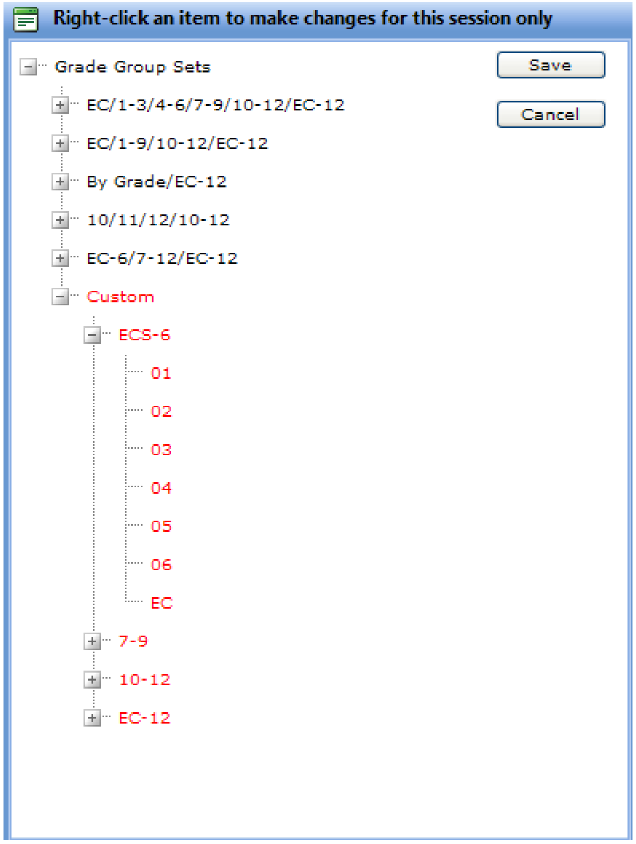


- Click the right mouse button and select "Copy All Grade Groupings to Custom". The user should now see the Custom label with sub groups beneath it.
- Highlight the grouping of 1-3 and right click to add in grades EC, 4,5 and 6 to this group.





- Use the right mouse button again to rename the group to EC-6
- Then highlight the original EC grouping, use the right mouse button and select to remove that group. Do the same for the original grade grouping of 4-6. The result should look like the screen below.
- NOTE: the revised grade grouping is only active for the calculation sheet you have been working with. If you navigate from the page to another calculation sheet or change data sources or end your session, the change is lost.



- Go back to the custom label, right click and set the custom groupings as the active grade grouping. Click save, and you will be taken back to the calculation sheet you were previously viewing with the new grade grouping in use.

Enrolment Counts

		ECS-6	7-9	10-12	EC-12
	Base Funding				
	Blended Home Education	0.00	0.00	0.00	0.00
	Blended School Education	0.00	0.00	0.00	0.00
	Board Directed	3.00	7.00	5.00	15.00
	Home Education	0.00	1.00	1.00	2.00
	Regular	17,528.00	7,473.00	8,307.00	33,308.00
	Total Base Funding	17,531.00	7,481.00	8,313.00	33,325.00
	Non-funded				
	Board Directed	0.00	0.00	0.00	0.00
	ECS	15.00	0.00	0.00	15.00
	First Nations	70.00	9.00	11.00	90.00
	Not Enrolled Sept 30	0.00	0.00	105.00	105.00
	Other	22.00	14.00	68.00	104.00
	Priority School Conflict (PSC)	1.00	0.00	0.00	1.00
	Underage/Overage	21.00	0.00	51.00	72.00
	Visiting	9.00	10.00	49.00	68.00
	Total Non-funded	138.00	33.00	284.00	455.00
	Total Enrolments	**17,669.00**	**7,514.00**	**8,597.00**	**33,780.00**

		ECS-6	7-9	10-12	EC-12
	Other Funding				
	ECS Gifted & Talented	0.00	0.00	0.00	0.00
	ECS Mild/Moderate	1,047.00	0.00	0.00	1,047.00
	ESL Canadian Born	1,486.00	64.00	10.00	1,560.00
	ESL Foreign Born	1,498.00	546.00	374.00	2,418.00
	FNMI	1,362.00	477.00	547.00	2,386.00

TO CHECK FOR ALL NON FUNDED ENROLMENTS

- Click on the Total Non-Funded Enrolments row and the EC-12 Column to get all non funded enrolments for the selected School/School Authority selection. The Values selection criteria must be set to Student Count. If the user needs to change the sorting of the report click on View Report on the top right and then download to one of the file formats available to the user.

Calculation Sheet - Drilldown

View Report

School Authority:
View: Current
Count Type: Non-funded - First Nations, Non-funded - Visiting, Non-funded - Underage/Overage, Non-funded - Priority School Conflict (PSC), Non-funded - ECS , Non-funded - Other, Non-funded - Board Directed, Non-funded - Not Enrolled Sept 30
Grade: EC, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

Student Count: 469.00 - Funded Count: 0.00 - 469 records

ASN ▲	Last Name	First Name(s)	Grade	Except. Code 1	Except. Code 2	Student Count	Funded Count	Count Type	Recipient School Code	Recipient School Name	Recipient Authority Code	Recipient Authority Name	Non-funded Reason
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			11			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			11			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser

HEAD COUNTS – funding allocations that use the funded head count in the formula.

- Selections for the Head Count Inquiry are the same as Enrolments Counts
- When the calculation sheet is selected for viewing the summary level of the report will be presented
- Drilldown is available on all of the values that are underlined to a detailed level
- From the drilldown view, the ASN is underlined and when clicked would take the user to the student profile view for that ASN
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

Head Counts

	EC	1-3	4-6	7-9	10-12	EC-12
Blended Home	0.00	0.00	0.00	0.00	0.00	0.00
Colony	0.00	0.00	0.00	0.00	0.00	0.00
Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Institutional	0.00	0.00	0.00	0.00	0.00	0.00
Online	0.00	0.00	0.00	11.00	64.00	75.00
Outreach	0.00	0.00	0.00	0.00	46.00	46.00
Regular	652.00	1,494.00	1,511.00	1,445.00	1,438.00	6,540.00
Totals	**652.00**	**1,494.00**	**1,511.00**	**1,456.00**	**1,548.00**	**6,661.00**

PARAMETERS – provides enrolment parameters that are used in the calculation of all enrolment based formulas.

- User can select a View (Same as below)
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

Enrolment Parameters

Code	Description	Value	Type
AORPGMS	Approved Outreach Programs	1.00	Actual
CS1_3	Class Size Gr 1-3 FD Students	1,495.00	Actual
CS4_6	Class Size Gr 4-6 FD Students	1,511.00	Actual
CSECS	Class Size ECS	652.00	Actual
ECSCHLD	ECS Regular Enrolment	652.00	Actual
ECSCHLDM	ECS Base Instruction March Count	0.00	Actual
ESLECSM	Funded ESL Children March 1 Count	85.00	Actual
ESLEIM	ESL Early Intervention - March Count	0.00	Actual
ESLSTUM	Funded ESL Students March 1 Count	453.00	Actual
FAECS	Funded FNMI Children	27.00	Actual
FASTU	Funded FNMI Students Gr 1-12	295.00	Actual
FBESLCM	Foreign Born ESL Child March Count	23.00	Actual
FBESLCS	Foreign-Born ESL Children	25.00	Actual
FBESLEIM	Foreign Born ESL Early Intervention March Count	0.00	Actual
FBESLSM	Foreign-Born ESL Stu March Count	379.00	Actual
FBESLSS	Foreign-Born ESL Students	424.00	Actual
FDECSSD	Funded ECS Severe Disabilities	60.00	Actual
FESLECS	Funded ESL Children	88.00	Actual
FESLSTU	Gr 1-12 ESL Enrolments	502.00	Actual
FG1_9S	Gr 1-9 Regular Enrolment	4,461.00	Actual
FHG1_9S	Gr 1-9 Funded Headcount	4,461.00	Actual
FHG10_12S	Gr 10-12 Funded Headcount	1,548.00	Actual
FTEFESB	FTE Funded Enrolment - SB	6,336.00	Actual
GTECSSB	Gifted & Talented ECS - SB	89.00	Actual
GTMECSSB	Gifted & Talented ECS - SB - March Count	0.00	Actual
HEG1_12S	Gr 1-12 Home Ed. Enrolment	0.00	Actual
IJURISDC	Intra-Juris Distance Funding	37,389.50	Actual
MMCHLD	ECS Mild Moderate Enrolments	110.00	Actual
MMMCHLD	Mild Moderate Children - March Count	0.00	Actual
SAG1_12	Funded Gr 1-12 Special Approval	1.00	Actual
SPAPRG1_9	Grades 1-9 Special Approvals	1.00	Actual

SPECIAL APPROVALS – details special situations where funding is approved on the basis of special circumstances.

- User can select a View
- User can change Grade Groupings
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

Enrolment Special Approval

	Grade EC		Grade 1-3		Grade 4-6		Grade 7-9		Grade 10-12		Grade EC-12	
	Students	FTE	Students	FTE	Students	FTE	Students	FTE	Students	FTE	Students	FTE
BASIC FUNDING												
One To Nine Regular	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
HEAD COUNT												
Underage	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00

User can click on **View Special Approvals** on the top right for a detailed report

Alberta Education

Funding Event System

Special Approvals

School Year: 2010-2011
Authority:
View: Current

Approval Number: 246

School: Not specified
Processed Date: 2011-05-12 **Total Amount:** 1.00
Base Funding Allocation: One To Nine Regular **Head Count:** Underage
Additional Funding Allocation: None

ASN	Student Name	Amount	Grade	Term	Tier	Notes
		1.00	01			Special Approval - completed ECS outside Alberta

Special Approvals Page 1 of 1 2011-10-03 01:09:53 PM

FRENCH CALCULATION SHEETS

FRENCH COUNTS - provides the number of students and the Full-Time Equivalents (FTE's) for funding in Alternate French (211), Francophone (221) and French as Second Language (230).

- User can select a View
- User can change Grade Groupings
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

French Counts

	Grade EC-6		Grade 7-12		Grade EC-12	
	Students	FTE	Students	FTE	Students	FTE
Alternate French	616.0000	516.6848	282.0000	212.1156	898.0000	728.8004
Francophone	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
French as Second Language	872.0000	64.4888	264.0000	20.0778	1,136.0000	84.5666
Totals	**1,488.0000**	**581.1736**	**546.0000**	**232.1934**	**2,034.0000**	**813.3670**

FRENCH PARAMETERS - provides French parameters that are used in the calculation of the Federal French funding.

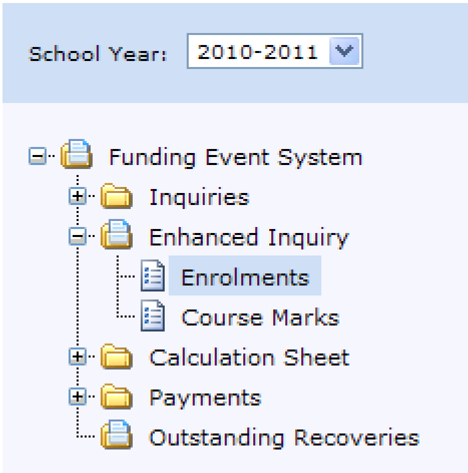
- User can select a View
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

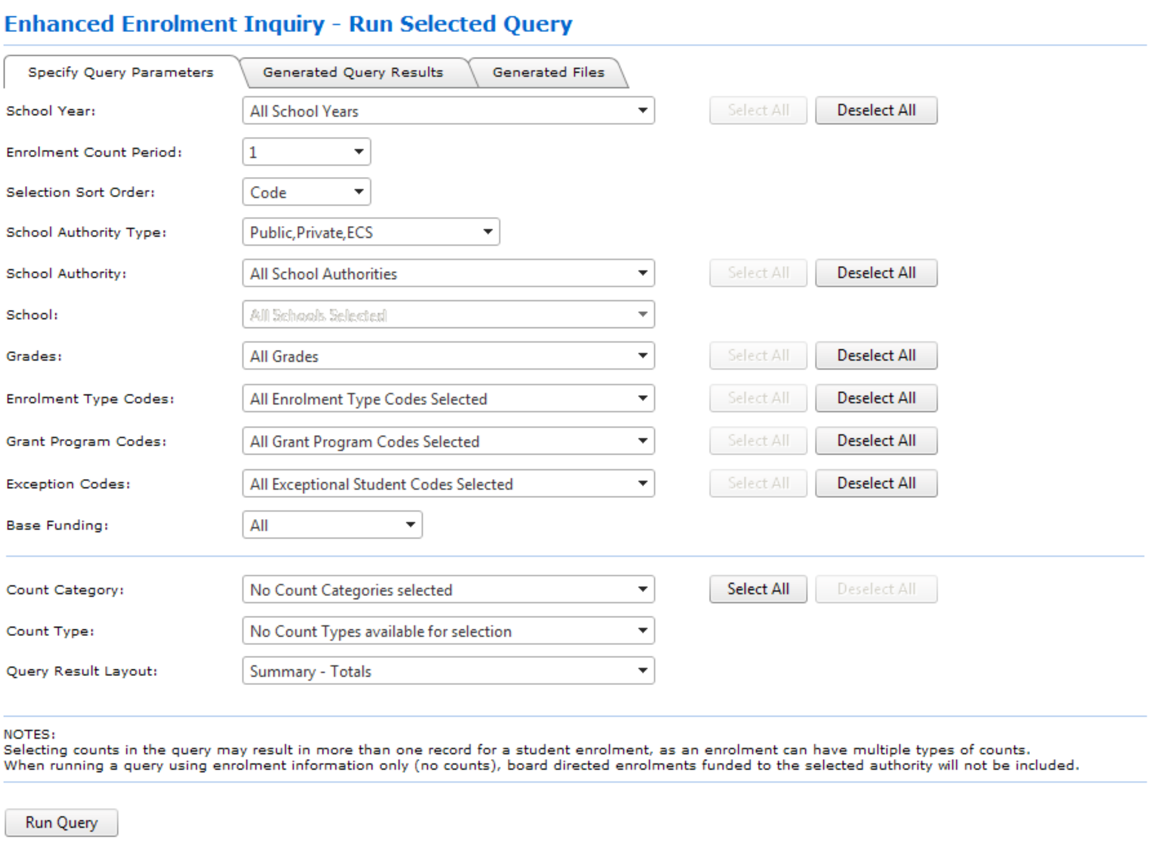
French Parameters

Code	Description	Value	Type
FL1_7_12	French As A First Language	0.0000	Actual
FL1_EC_6	ECS-6 French As A First Language	0.0000	Actual
FRIM_7_12	Gr 7-12 French Immersion	212.1156	Actual
FRIM_EC_6	ECS-6 French Immersion	516.6848	Actual
FSL_7_12	Gr 7-12 French As A Second Language	20.0778	Actual
FSL_EC_6	ECS-6 French as a Second Language	64.4888	Actual

ENROLMENT ENHANCED INQUIRY

Allows the user to build a customized list or report on enrolments or CEU’s by selecting available fields





HOW TO WORK WITH ENHANCED INQUIRY – ENROLMENTS

SPECIFIC QUERY TAB

This tab allows the user to select the parameters for their report

- **SCHOOL YEAR** – allows the user to select one or more school years to be queried on
- **ENROLMENT COUNT PERIOD** – allows the user to select which enrolment count period they would like to query on. Enrolment Count 1 is equal to the September 30th count date, and Enrolment Count 2 is equal to the March 1st count date.
- **SELECTION SORT ORDER** – allows the user to select whether or not they would like to sort the query results by name or by code.
- **SCHOOL AUTHORITY TYPE** -- by default all School Authority Types are selected
- **SCHOOL AUTHORITY** – defaults to users login
- **SCHOOL** – depending on the user login this may be defaulted or the user may be able to select one or multiple schools
- **GRADES** -- allows the user to select which grades they would like to query on
- **ENROLMENT TYPE CODES** – allows the user to select one or more enrolment codes they would like to query on
- **GRANT PROGRAM CODES** – allows the user to select one or more grant program codes they would like to query on
- **EXCEPTION CODES** -- allows the user to select one or more grant program codes they would like to query on
- **BASE FUNDING**
  - **ALL** -- will give user results with both funded and non funded enrolments, should match the Total Enrolments Line and the Total Non-funded line on the Calculation sheet when no other selections are made
  - **BASE FUNDED** – will give the user results for only base funded enrolments, should match the Total Base Funding line on the Calculation sheet when no other selections are made
  - **NOT BASE FUNDED** – will give the user results for enrolments non funded for base funding, should match the Total Non-funded line on the Calculation Sheet when no other selections are made
- **COUNT CATEGORY** – helps the user balance to what is on the Calculation Sheet
  - **BASE FUNDING**
  - **BLOCK FUNDING**
  - **EARLY INTERVENTION**
  - **FRENCH FUNDING**
  - **HEAD COUNT**
  - **NON-FUNDED**
  - **OTHER FUNDING**
- **COUNT TYPE** – once a count category is selected the user may select one or more Count Types

- **QUERY RESULT LAYOUT**
  - **SUMMARY – TOTALS** -- Generated Query Results Tab will open with the summary of the query, the user may export the result to a CSV file by clicking on Export to CSV

Enhanced Enrolment Inquiry - Run Selected Query

Specify Query Parameters | Generated Query Results | Generated Files

| Export to CSV

School Year	Enrolments
2011	786

  - **SUMMARY – BY SCHOOL YEAR AND SCHOOL AUTHORITY** -- Generated Query Results Tab will open with the summary of the query by School Authority, the user may export the result to a CSV file by clicking on Export to CSV

Enhanced Enrolment Inquiry - Run Selected Query

Specify Query Parameters | Generated Query Results | Generated Files

| Export to CSV

School Year	Enrolled Authority Code	Enrolled Authority Name	Enrolments
2011			786

  - **SUMMARY – BY SCHOOL YEAR, SCHOOL AUTHORITY AND SCHOOL**-- Generated Query Results Tab will open with the summary of the query by School Authority and then by School, the user may export the result to a CSV file by clicking on Export to CSV

Enhanced Enrolment Inquiry - Run Selected Query

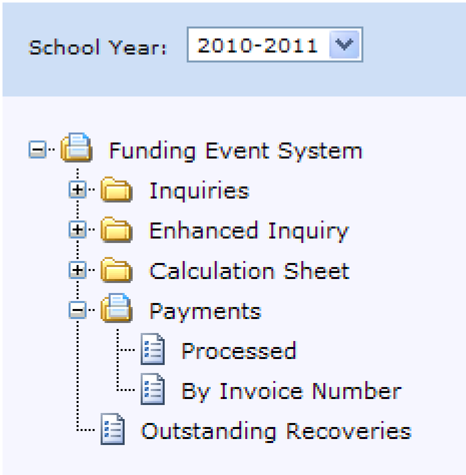
Specify Query Parameters | Generated Query Results | Generated Files

| Export to CSV

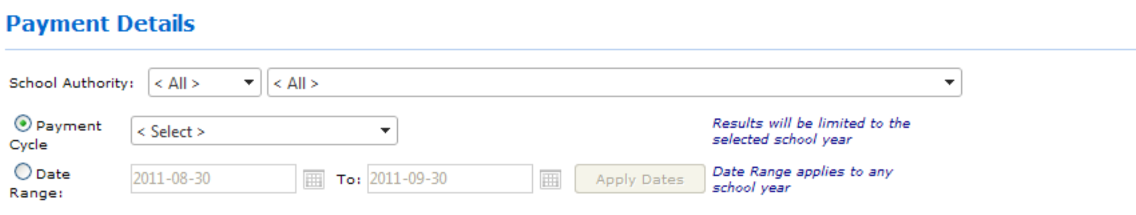
School Year	Enrolled Authority Code	Enrolled Authority Name	Enrolled School Code	Enrolled School Name	Enrolments
2011					165
2011					621

  - **DETAILS – TO CSV TEXT FILE** – Generated Files tab will open with the Generated File, click on the underlined file to open in excel

PAYMENTS (Only can be viewed at the School Authority or Secretary Treasurer Level)



PROCESSED



- **SCHOOL AUTHORITY** – defaults to the user login School Authority
- **PAYMENT CYCLE** – should match your monthly payment but may include other payments as well. It will be payments made from one extract to another.
    - Processed date – date to IMAGIS
    - Only for payments processed in the School Year selected
- **DATE RANGE** – user can select any date range to view, defaults to one month

Payment Details

View Report | View Payments

School Authority: [ ] [ ]

(•) Payment Cycle: 2011-02-01 To 2011-02-28

Results will be limited to the selected school year

( ) Date Range: 2011-08-30 To: 2011-09-30 [Apply Dates]

Date Range applies to any school year

Fund Description	School Year	Processed Date	Scheduled Due Date	Gross Amount	Deduction	Net Amount	Invoice	Deduction
AISI - PUBLIC SCHOOL AUTHORITIES	10/11	2011-02-04	2011-02-15	73,800.22	0.00	73,800.22	T3390010	
				73,800.22	0.00	73,800.22		
CHILDREN & YOUTH WITH COMPLEX NEEDS FUNDING	10/11	2011-02-04	2011-02-15	0.00	15,000.00	-15,000.00	T3390007	CHILDREN & YOUTH WITH COMPLEX NEEDS FUNDING
				0.00	15,000.00	-15,000.00		
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-01	0.00	8,071.86	-8,071.86	T3300002	DEBENTURE INTEREST
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-01	8,071.86	0.00	8,071.86	T3300002	
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-16	0.00	3,975.33	-3,975.33	T3300004	DEBENTURE INTEREST
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-16	3,975.33	0.00	3,975.33	T3300004	
				12,047.19	12,047.19	0.00		
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-01	0.00	28,699.95	-28,699.95	T3300001	DEBENTURE PRINCIPAL
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-01	28,699.95	0.00	28,699.95	T3300001	
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-16	0.00	14,325.50	-14,325.50	T3300003	DEBENTURE PRINCIPAL
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-16	14,325.50	0.00	14,325.50	T3300003	
				43,025.45	43,025.45	0.00		
ENRICHED SCHOOL ENVIRONMENT	10/11	2011-02-11	2011-02-11	20,250.00	0.00	20,250.00	T3410002	
ENRICHED SCHOOL ENVIRONMENT	10/11	2011-02-11	2011-02-11	6,975.00	0.00	6,975.00	T3410003	
				27,225.00	0.00	27,225.00		
FUNDING FRAMEWORK	10/11	2011-02-04	2011-02-15	2,371,308.63	0.00	2,371,308.63	T3390007	
				2,371,308.63	0.00	2,371,308.63		
FUNDING FRAMEWORK/ASFF	10/11	2011-02-04	2011-02-15	2,188,777.72	0.00	2,188,777.72	T3390009	
				2,188,777.72	0.00	2,188,777.72		
PLANT OPERATIONS & MAINTENANCE	10/11	2011-02-04	2011-02-15	443,534.18	0.00	443,534.18	T3390008	
				443,534.18	0.00	443,534.18		
Authority Totals:				**5,159,718.39**	**70,072.64**	**5,089,645.75**		

Funding Framework Calculation

School Year: 2010-2011
School Authority:
Processed: 2011-02-04
Invoice Number: T3390007

Breakdown of Funding

DIFFERENTIAL COST FUNDING	7,951,996.98
SCHOOL JURISDICTION BASE FUNDING	43,390,025.09
STABILIZATION FUNDING	0.00
TRANSPORTATION FUNDING	2,954,379.28
Funding Framework Total:	**54,296,401.35**
GENERAL REVENUE FUNDING Total:	**32,471,166.10**
ALBERTA SCHOOL FOUNDATION FUND Total:	**21,825,235.25**

Breakdown of Payment

50.00% of GENERAL REVENUE FUNDING:	$16,235,583.05	
Less Paid To Date of:	$13,864,274.42	
GENERAL REVENUE FUNDING Payment:		**$2,371,308.63**
50.00% of ALBERTA SCHOOL FOUNDATION FUND:	$10,912,617.62	
Less Paid To Date of:	$8,723,839.90	
ALBERTA SCHOOL FOUNDATION FUND Payment:		**$2,188,777.72**
Total Payment:		**$4,560,086.35**

OVERPAYMENTS

User can click on a line for any overpayment and a screen will pop up showing the details for the overpayment

Alberta Education

Funding Event System

Funding Framework Overpayment

School Authority:

Invoice Number:

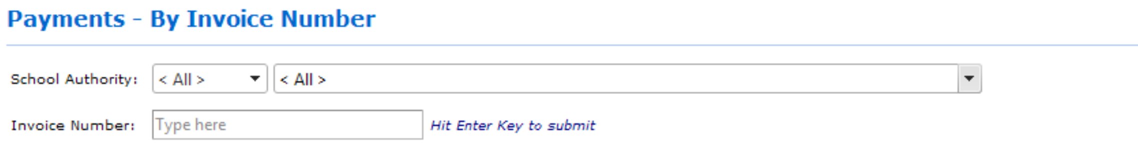
2009 / 2010 Funding Framework Allocation

	2011-02-04 Allocations	2010-12-14 Allocations	Variance
BASE INSTRUCTION 1-9 - SB	$305,977,329.14	$305,977,329.14	
BASE INSTRUCTION 10-12 - SB	$135,814,179.00	$135,767,426.08	$46,752.92
BOARDING	$0.00	$0.00	
ECS BASE INSTRUCTION - SB	$19,003,850.84	$19,003,850.84	
ECS PROGRAM UNIT - SB	$23,813,825.98	$23,813,825.98	
ENHANCED ESL & SUPPORT SRV FD - MAR 1 COUNT	$1,109,182.00	$1,109,182.00	
ENHANCED ESL & SUPPORT SRV FD - SEP 30 COUNT	$1,103,122.00	$1,103,122.00	
ENROLMENT DECLINE	$411,900.00	$411,900.00	
ENROLMENT GROWTH	$596,546.88	$596,546.88	
ESL FUNDING - MARCH 1 COUNT	$5,866,533.75	$5,866,533.75	
ESL FUNDING - SEPTEMBER 30 COUNT	$5,866,533.75	$5,866,533.75	
FIRST NATIONS, METIS & INUIT ED FUNDING	$7,610,872.50	$7,610,872.50	
GIFTED & TALENTED ECS - SB	$0.00	$0.00	
HOME EDUCATION 1-12 - SB	$926,358.07	$926,358.07	
HOME EDUCATION 7-12 ADLC - SB	$0.00	$0.00	
INSTITUTIONAL PROGRAMS	$7,296,516.00	$8,247,267.00	($950,751.00)
INTRA-JURISDICTION DISTANCE FUNDING	$3,934.09	$3,934.09	
METRO URBAN TRANSPORTATION BLOCK	$18,871,966.00	$18,871,966.00	
MILD & MODERATE HANDICAPPED - SB	$2,113,746.00	$2,113,746.00	
NORTHERN ALLOWANCE FUNDING	$0.00	$0.00	
OUTREACH PROGRAM FUNDING	$432,166.00	$432,166.00	
REGIONAL ED CONSULTING SERVICES	$3,141,915.00	$3,141,915.00	
RELATIVE COST OF PURCHASING GOODS & SRV ADJ	$6,213,662.48	$6,220,171.26	($6,508.79)
RURAL TRANSPORTATION	$0.00	$0.00	
SEVERE DISABILITIES - SB	$33,908,021.00	$33,908,021.00	
SMALL BOARD ADMIN FD - SB	$0.00	$0.00	
SMALL SCHOOLS BY NECESSITY FUNDING	$3,264,590.00	$3,264,590.00	
SOCIO-ECONOMIC STATUS FUNDING	$8,987,577.98	$8,987,577.98	
SPECIAL EDUCATION TRANSP	$5,714.00	$5,714.00	
STABILIZATION	$0.00	$0.00	
TRANS - CHILD WITH DISABILITY-DELAYS - SB	$1,356,339.44	$1,356,339.44	
TRANS - FAMILY-ORIENTED ECS PROG - ECS - SB	$134,528.72	$134,528.72	
URBAN TRANSPORTATION	$0.00	$0.00	
WEEKEND TRANSPORTATION	$0.00	$0.00	
TOTAL 2009 / 2010 Allocation	$593,830,910.61	$594,741,417.47	($910,506.87)

Total Funding Framework			
Alberta School Foundation Fund	$259,147,232.90	$259,147,232.90	$0.00
General Revenue Fund	$334,683,677.71	$335,594,184.58	($910,506.87)
Total Funding Framework	$593,830,910.61	$594,741,417.47	($910,506.87)
Due to rounding, the funding framework allocation could result in penny differences.			

Funding Framework Overpayment Page 1 of 1 2011-10-03 01:21:09 PM

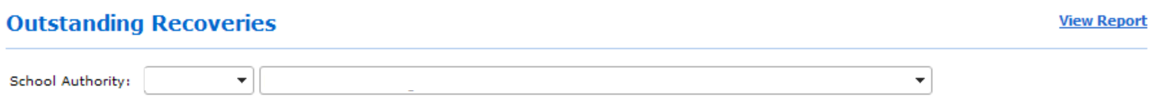
BY INVOICE NUMBER



- **SCHOOL AUTHORITY** – defaults to the user login School Authority
- **INVOICE NUMBER** – allows user to enter in an invoice number to view (same information as payments processed)

OUTSTANDING RECOVERIES

Shows the user how much money will be recovered on the next payment



Description	Outstanding Amount
ACCESS COPYRIGHT 2001 & ON	15,563.85
ACCESS COPYRIGHT GST 2001 & ON	778.19
Totals:	**16,342.04**

ENROLMENT REPORTS (REPORTS TAB)

User can run or view reports to see what adjustments are outstanding and at what adjustment level they are at.

BLENDED HOME STUDENTS (Turnaround) – lists the students who are receiving their educational program at school and at home. Funding is prorated based on the percentage of the program taken at school and at home.

Alberta Education

Funding Event System

Blended Home Education Students

School Year: 2010-2011

Count Date: September 30th

Banbury Crossroads School (0062)

ASN	Student Name	Grade	Adjustment Level	Percentage of Program at School
		10	Adjustment	0.00
		05	Adjustment	0.00
		12	Adjustment	0.00
		10	Adjustment	0.00
		11	Adjustment	0.00
		11	Adjustment	0.00
		11	Adjustment	0.00

Student Total for Banbury Crossroads School (9935): 7

Student Total for Banbury Crossroads School (0062): 7

Percentage of Program at School has been provided as noted.

Secretary - Treasurer

Date

Please indicate your percentage of school time using the Funding Event System or fax to School Finance at 780-427-2147 by 2011/04/15.

Blended Home Education Students | Page 1 of 1 | 2011/07/12 03:46:31 PM

PRIORITY SCHOOL CONFLICT(Turnaround) – lists the students who are enrolled in more than one school on the count date. The school needs to complete the field "Priority School" with YES or NO as the priority school. If replying "Yes" for students in grades 10-12 the school needs to complete the "Instructional Minutes" field for the student. The school delivering the most instruction minutes will receive the funding.

Alberta Education

Funding Event System

Priority School Conflict Report

School Year: 2010-2011

Authority: Elk Island Pub Schs Reg Div 14 (2195)

ASN	Student Name	Birthdate	Authority Name	School Name	Authority ID	Gr	Regis Type	Priority School	Instr Minutes	Adjustment Level
		2005/02/28				EC	D	Y		School Finance
						EC	D			

Elk Island Pub Schs Reg Div 14 Total: 1 Student with Priority School Conflicts

Priority School Conflicts have been resolved as noted

Secretary - Treasurer

Date

Please indicate the priority school using the Funding Event System or fill in the report by responding "yes" or "no" and fax to School Finance at 780-427-2147 by 2011/04/30. For grades ECS to 9 do not put instructional minutes. For grades 10 to 12 instructional minutes are required.

Priority School Conflict Report   Page 1 of 1   2011/07/12 02:58:58 PM

ECS OVERAGE MAXIMUM - lists those children that are not eligible for ECS funding as they are over age.

Alberta Education

Funding Event System

ECS Overage Maximum

School Year: 2010-2011

Count Date: September 30

Prairie Rose School Division (0195)

Foremost School (6907)

ASN	Student Name	Grade	Age	Birthdate	Sex	Authority Id
		EC	6/2	2004-06-10	M	

Student Total for Foremost School (6907): 1

Oyen Public School (5911)

ASN	Student Name	Grade	Age	Birthdate	Sex	Authority Id
		EC	6/2	2004-06-05	F	

Student Total for Oyen Public School (5911): 1

Student Total for Prairie Rose School Division (0195): 2

ECS Overage Maximum   Page 1 of 3   2011-07-12 02:23:52 PM

FRENCH ENROLMENT - lists by school, grade, hours and gender for French Immersion, French as a First Language and French As a Second Language.

Funding Event System

French Enrolment Report

French Funding - French as Second Language

School	Grade	French Hours	Male	Female	Total
[illegible]	01	47	2	4	6
	02	47	10	8	18
	02	90	1	0	1
	03	47	2	4	6
	04	47	4	6	10
	05	47	3	4	7
	06	47	1	3	4
	07	90	5	2	7
	08	90	1	9	10
	09	90	3	4	7
	10	125	1	1	2
	EC	24	4	3	7
Total for		**791**	**37**	**48**	**85**
Total for French Funding - French as Second Language		**791**	**37**	**48**	**85**
Total for		**791**	**37**	**48**	**85**
Report Total		**791**	**37**	**48**	**85**

French Enrolment Report Page 1 of 1 2011-07-12 02:32:47 PM

FRENCH FUNDING - provides the number of students and the Full-Time Equivalents (FTE's) for funding in Alternate French (211), Francophone (221) and French as Second Language (230).

Alberta Education

Funding Event System

French Funding Report

School Year: 2010-2011

French Funding - French as Second Language

	ECS - 06 Students	ECS - 06 FTEs	07 - 12 Students	07 - 12 FTEs
	59	3	26	3
Total f	**59**	**3**	**26**	**3**
Total for French Funding - French as Second Language	**59**	**3**	**26**	**3**
Report Total	**59**	**3**	**26**	**3**

French Funding Report Page 1 of 2 2011-07-12 02:41:38 PM

FUNDED HEAD COUNT – funding allocations that use the funded head count in the formula.

Funding Event System

Funded Head Count

School Year: 2010-2011
View: #23 - 2011-07-08

	Grade EC	Grades 1-9	Grades 10-12	Total Grades 1-12
Public Authorities	652	4,462	1,548	6,010
Report Total	**652**	**4,462**	**1,548**	**6,010**

Funded Head Count Page 1 of 2 2011-07-12 02:47:55 PM

FUNDED HOME EDUCATION – provides the number of funded home education students.

Funding Event System

Funded Home Education

School Year: 2010-2011
View: #23 - 2011-07-08

	Grade EC	Grades 1-9	Grades 10-12	Total Grades 1-12
Public Authorities	0	585	103	688
Report Total	**0**	**585**	**103**	**688**

Funded Home Education Page 1 of 2 2011-07-12 02:53:54 PM

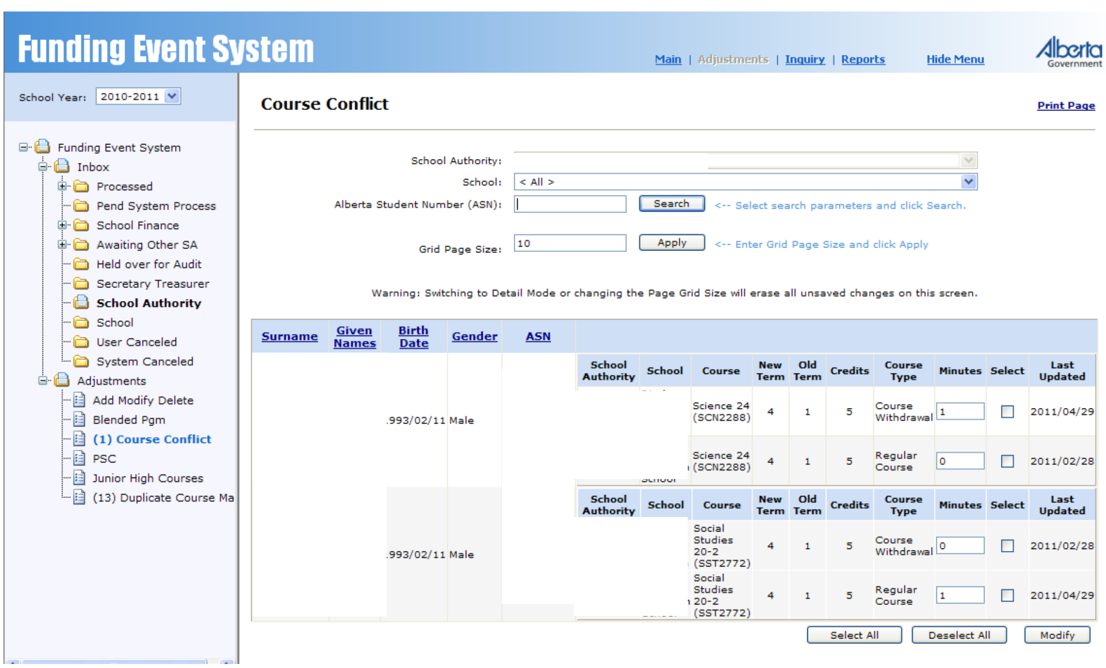
HOW TO VERIFY CEU INFORMATION

Term	Calendar Dates	FES (Actuals)	Course Mark Submission Deadline
1	September to January	March	June 30
2	February to June	August	November 15
3	September to June	August	November 15
4	July to August	September	November 15

ADJUSTMENTS TAB (COURSE MARKS)

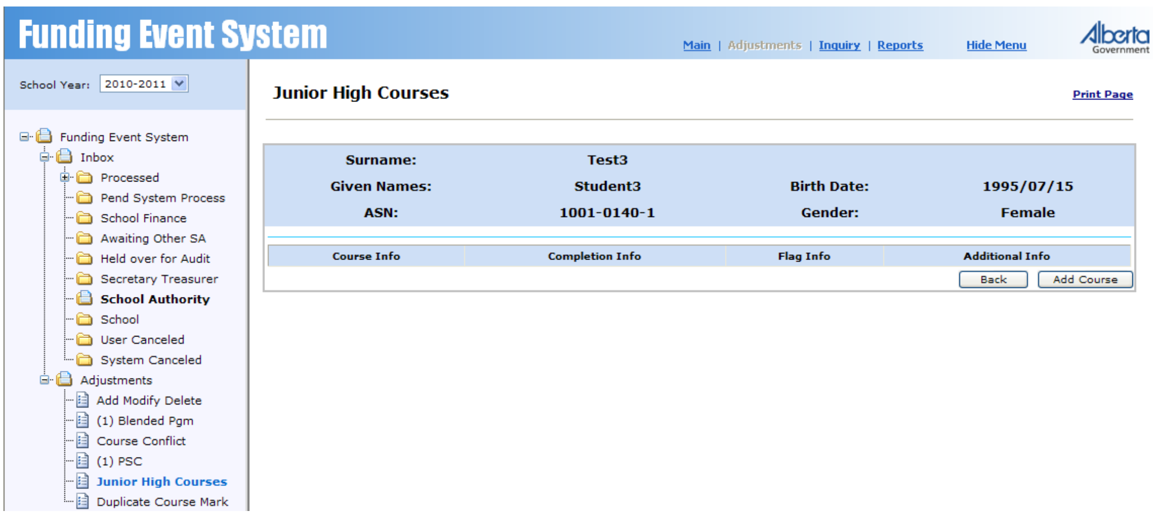
COURSE CONFLICTS

- For a school user role, the drop down for choosing the school authority and the school will be defaulted and the user will not be able to change the selection.
- For a school authority and secretary treasurer user roles, the drop down for school authority will be defaulted and the user will not be able to change the selection. However, the user will be able to change the school selection within their school authority.
- Identify the amount of actual instructional minutes delivered to the student. These minutes should be based on total class time offered minus any class time absent. Do not default to total class time offered. Check the select box of the student(s) you want to modify.



JUNIOR HIGH COURSES

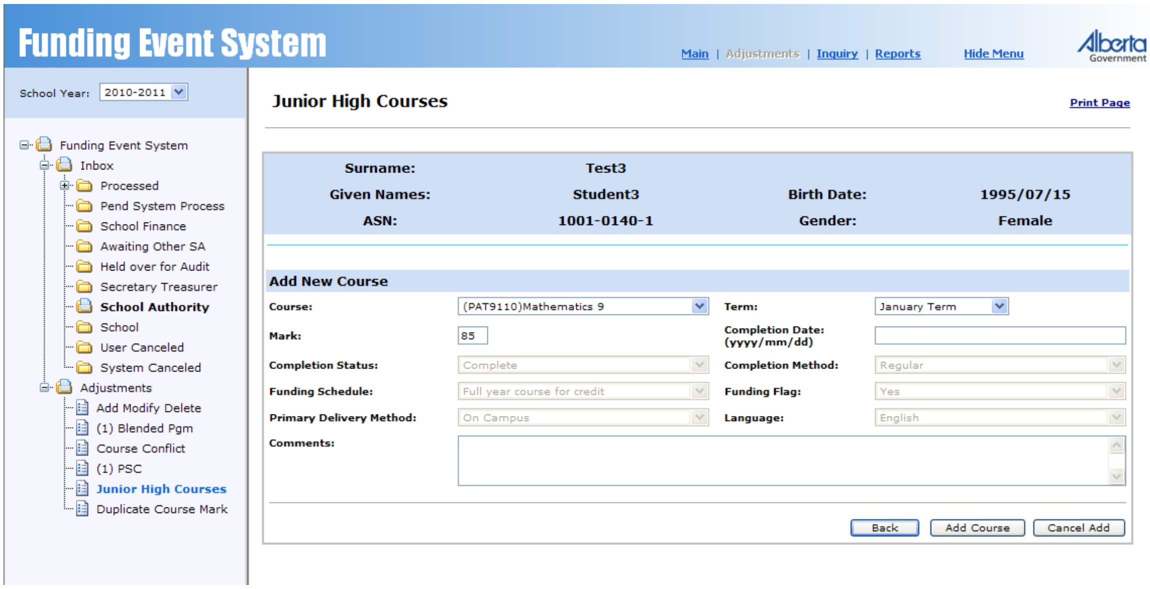
- Enter individual courses by clicking on the Add Course button.
- FES will give an entry screen for the user to enter the junior high course information.



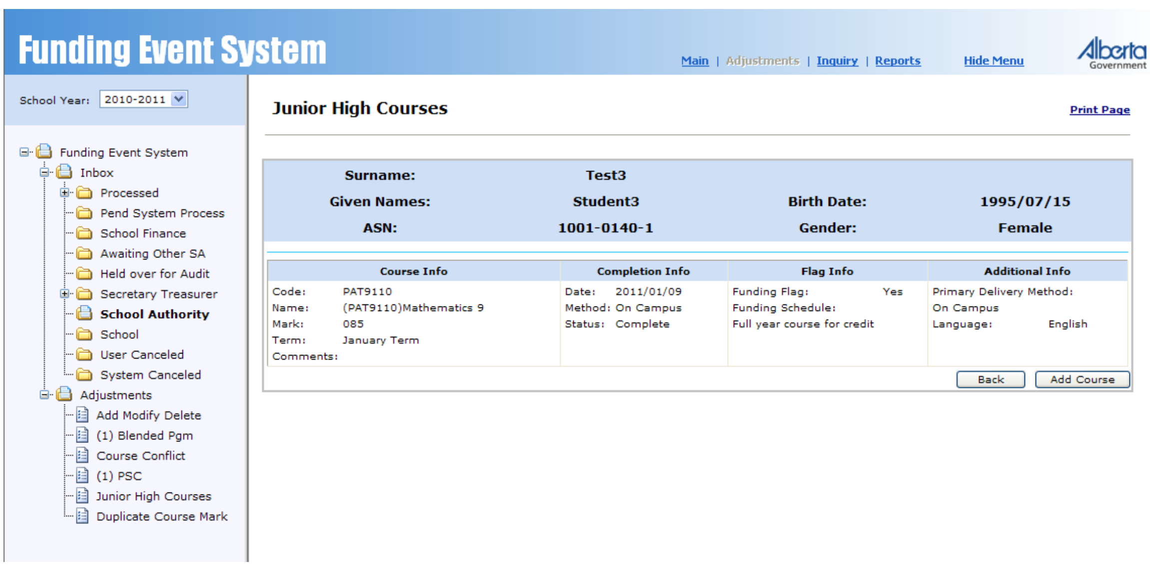
In the Entry screen

- Pick the Course and Term from the drop down.
- Enter the marks and the Completion Date information
- Press Add Course to save the course information

NOTE : Course deletion is not permitted at this time. Please contact your Funding Administrator if you inadvertently entered a course and want it deleted.

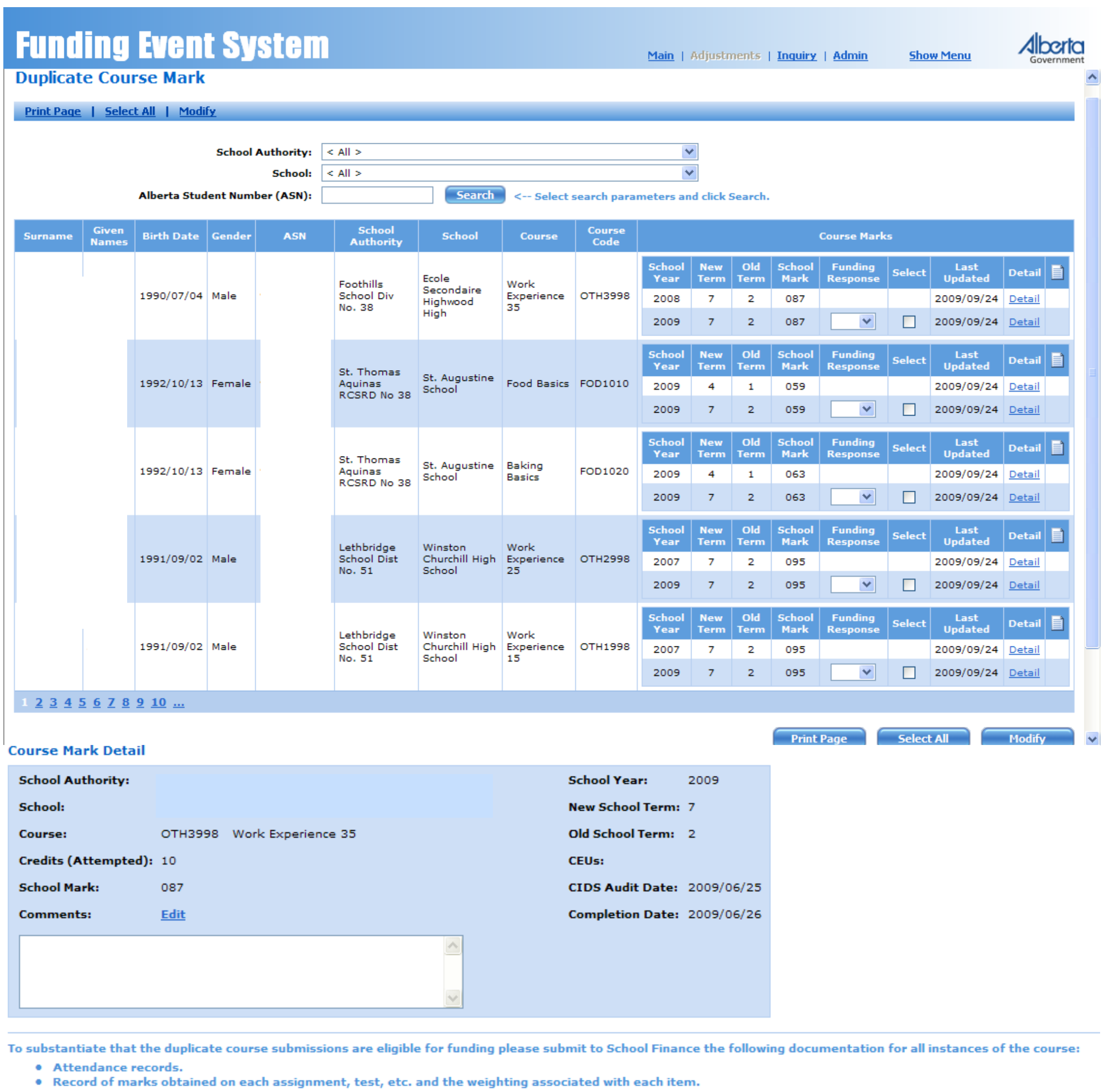


The following confirmation screen will be shown after each entry of the course you do.



DUPLICATE COURSE MARKS

- Respond to Duplicate Course Marks as soon as they are determined
- Include Details/Comments as to why a Yes or No Funding Response is selected
- If YES is selected documentation must be sent to School Finance for approval/processing



Funding Event System

Main | Adjustments | Inquiry | Admin   Show Menu   Alberta Government

Duplicate Course Mark

Print Page | Select All | Modify

School Authority: < All >

School: < All >

Alberta Student Number (ASN): Search <-- Select search parameters and click Search.

Surname	Given Names	Birth Date	Gender	ASN	School Authority	School	Course	Course Code	School Year	New Term	Old Term	School Mark	Funding Response	Select	Last Updated	Detail
		1990/07/04	Male		Foothills School Div No. 38	Ecole Secondaire Highwood High	Work Experience 35	OTH3998	2008	7	2	087			2009/09/24	Detail
									2009	7	2	087			2009/09/24	Detail
		1992/10/13	Female		St. Thomas Aquinas RCSRD No 38	St. Augustine School	Food Basics	FOD1010	2009	4	1	059			2009/09/24	Detail
									2009	7	2	059			2009/09/24	Detail
		1992/10/13	Female		St. Thomas Aquinas RCSRD No 38	St. Augustine School	Baking Basics	FOD1020	2009	4	1	063			2009/09/24	Detail
									2009	7	2	063			2009/09/24	Detail
		1991/09/02	Male		Lethbridge School Dist No. 51	Winston Churchill High School	Work Experience 25	OTH2998	2007	7	2	095			2009/09/24	Detail
									2009	7	2	095			2009/09/24	Detail
		1991/09/02	Male		Lethbridge School Dist No. 51	Winston Churchill High School	Work Experience 15	OTH1998	2007	7	2	095			2009/09/24	Detail
									2009	7	2	095			2009/09/24	Detail

1 2 3 4 5 6 7 8 9 10 ...

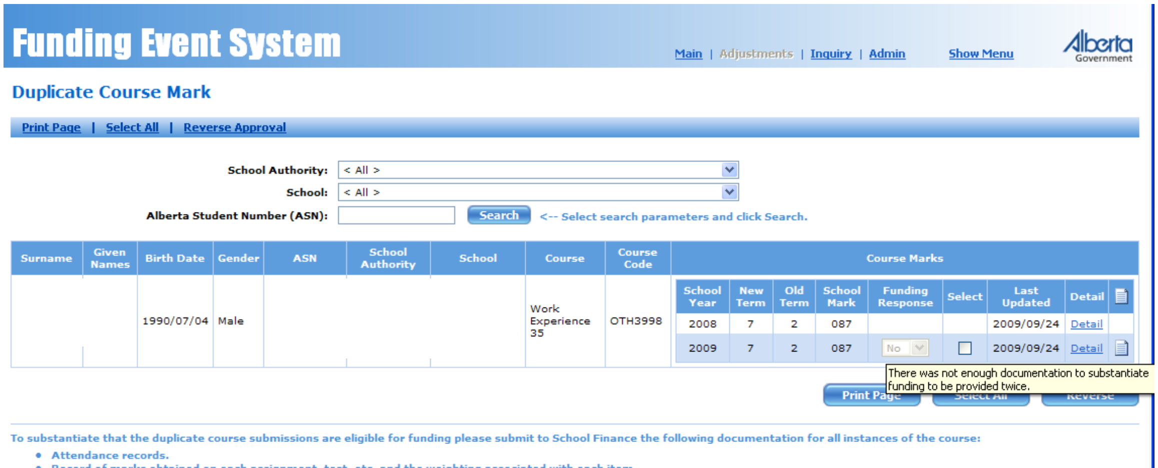
Print Page   Select All   Modify

Course Mark Detail

School Authority:		School Year:	2009
School:		New School Term:	7
Course:	OTH3998 Work Experience 35	Old School Term:	2
Credits (Attempted):	10	CEUs:	
School Mark:	087	CIDS Audit Date:	2009/06/25
Comments:	Edit	Completion Date:	2009/06/26

To substantiate that the duplicate course submissions are eligible for funding please submit to School Finance the following documentation for all instances of the course:

- Attendance records.
- Record of marks obtained on each assignment, test, etc. and the weighting associated with each item.



INQUIRY TAB

CEU CALCULATION SHEETS

CEU COUNTS - provides funded CEUs and non-funded course marks by authority or school and by term. Click on any number to display the list of students in that category.

- User can select a View
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

Funded CEUs

		Term 1	Term 2	Term 3	Term 4	Totals
	Alberta Distance Learning (ADLC)					
	Tier 1	41.00	93.50	0.00	0.00	134.50
	Tier 2	1.00	2.00	0.00	0.00	3.00
		42.00	95.50	0.00	0.00	137.50
	Career Technology Studies (CTS)					
	Tier 1	732.00	106.00	0.00	0.00	838.00
	Tier 2	479.00	54.00	0.00	0.00	533.00
	Tier 3	2,973.00	259.00	0.00	0.00	3,232.00
		4,184.00	419.00	0.00	0.00	4,603.00
	Challenged					
	Tier 1	70.00	11.00	0.00	0.00	81.00
	Knowledge and Employability (K&E)					
	Tier 1	896.00	32.00	0.00	0.00	928.00
	Regular					
	Tier 1	22,842.50	1,916.00	0.00	0.00	24,758.50
	Totals					
	Tier 1	**24,581.50**	**2,158.50**	**0.00**	**0.00**	**26,740.00**
	Tier 2	**480.00**	**56.00**	**0.00**	**0.00**	**536.00**
	Tier 3	**2,973.00**	**259.00**	**0.00**	**0.00**	**3,232.00**
		28,034.50	**2,473.50**	**0.00**	**0.00**	**30,508.00**

Non-Funded Course Marks

		Term 1	Term 2	Term 3	Term 4	Totals
	Total Course Marks					
	Tier 1	470.00	38.00	0.00	0.00	508.00
	Tier 2	10.00	4.00	0.00	0.00	14.00
	Tier 3	183.00	5.00	0.00	0.00	188.00
		663.00	47.00	0.00	0.00	710.00

BLOCK FUNDING COUNTS – provides list of students that are block funded in grades 10-12 at the authority or school level.

CEU Block Funding

	Grade 10		Grade 11		Grade 12		Grades 10-12	
	Students	Funded CEUs	Students	Funded CEUs	Students	Funded CEUs	Students	Funded CEUs
Blended Home	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESL	13.00	227.50	7.00	122.50	9.00	157.50	29.00	507.50
Exchange	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Institutional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outreach (SPED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refugee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education (SPED)	3.00	105.00	7.00	245.00	28.00	980.00	38.00	1,330.00
Totals	**16.00**	**332.50**	**14.00**	**367.50**	**37.00**	**1,137.50**	**67.00**	**1,837.50**

PARAMETERS - provides CEU parameters that are used in the calculation of all CEU based formulas. Estimates are values used from the previous school year.

CEU Parameters

Code	Description	Value	Type
E1CEU10_12	Enrolment 1 CEUs	1,837.50	Actual
SACEU10_12	Gr 10-12 Special Approval CEUs	0.00	Actual
T1CEU10_12	Term 1 CEUs	28,034.50	Actual
T1T1	Tier 1 Term 1 CEU	24,581.50	Actual
T1T2	Tier 1 Term 2 CEU	26,467.50	Estimate
T1T3	Tier 1 Term 3 CEU	0.00	Estimate
T1T4	Tier 1 Term 4 CEU	1,168.00	Estimate
T2CEU10_12	Term 2 CEUs	0.00	Estimate
T2T1	Tier 2 Term 1 CEU	480.00	Actual
T2T2	Tier 2 Term 2 CEU	269.00	Estimate
T2T3	Tier 2 Term 3 CEU	0.00	Estimate
T2T4	Tier 2 Term 4 CEU	0.00	Estimate
T3CEU10_12	Term 3 CEUs	0.00	Estimate
T3T1	Tier 3 Term 1 CEU	2,973.00	Actual
T3T2	Tier 3 Term 2 CEU	2,452.00	Estimate
T3T3	Tier 3 Term 3 CEU	0.00	Estimate
T3T4	Tier 3 Term 4 CEU	0.00	Estimate
T4CEU10_12	Term 4 CEUs	0.00	Estimate

SPECIAL APPROVALS - details special situations where CEU funding is approved on the basis of special circumstances.

CEU Special Approvals

		Block Funded	Term 1	Term 2	Term 3	Term 4	Totals
	CEU						
	n/a	875.00	0.00	0.00	0.00	0.00	875.00
		875.00	0.00	0.00	0.00	0.00	875.00

User can click on **View Special Approvals** on the top right for a detailed report of the special approval entered

Alberta Education

Funding Event System

Special Approvals

School Year: 2010-2011

Authority:

View: Current

Approval Number: 192

School: Not specified

Processed Date: 2011-03-08 **Total Amount:** 665.00

Base Funding Allocation: CEU **Head Count:** First Nations

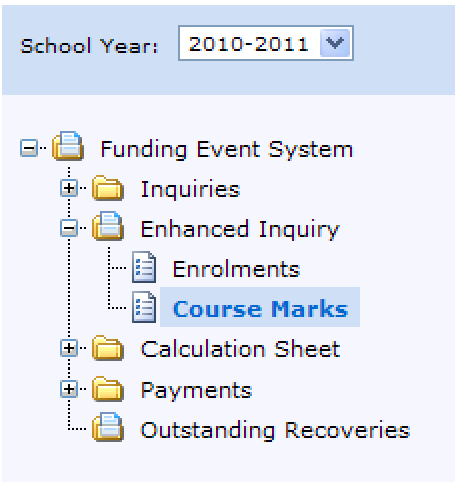
Additional Funding Allocation: None

ASN	Student Name	Amount	Grade	Term	Tier	Notes
		35.00	10			
		35.00	11			
		35.00	10			
		35.00	10			
		35.00	10			
		35.00	12			
		35.00	10			
		35.00	11			
		35.00	12			
		35.00	11			
		35.00	11			
		35.00	11			
		35.00	10			
		35.00	11			
		35.00	11			
		35.00	11			
		35.00	11			
		35.00	11			
		35.00	10			

COURSE MARKS ENHANCED INQUIRY

HOW TO WORK WITH ENHANCED INQUIRY – COURSE MARKS

Allows the user to build a customized list or report on enrolments or CEU's by selecting available fields



SPECIFIC QUERY TAB

This tab allows the user to select the parameters for their report

- **SCHOOL YEAR** – allows the user to select one or more school years to be queried on
- **OLD TERM**
- **TIER** – For School Year 2009/2010 user will have to make sure "No Tier" is selected and for School Year 2010/2011 and on a Tier must be selected. Best option keep all selected.
- **SELECTION ORDER** – allows the user to select whether or not they would like to sort the query results by name or by code.
- **SCHOOL AUTHORITY TYPE** - by default all School Authority Types are selected
- **SCHOOL AUTHORITY -** defaults to users login
- **SCHOOL** – depending on the user login this may be defaulted or the user may be able to select one or multiple schools
- **FUNDING ELIGIBLE** – user can select Funded or Non Funded Course Marks
- **COUNT TYPES**
  - **CHALLENGE**
  - **ADLC**
  - **IOP**
  - **CTS**
  - **REGULAR**
  - **NON-FUNDED**
- **QUERY RESULT LAYOUT –** same as enrolment enhanced inquiry

Enhanced Course Mark Inquiry - Run Selected Query

Specify Query Parameters | Generated Query Results | Generated Files

School Year:	All School Years	Select All / Deselect All
Old Term:	All Terms Selected	
Tier:	All Tiers Selected	
Selection Sort Order:	Code	
School Authority Type:	Public,Private,ECS	
School Authority:	All School Authorities	Select All / Deselect All
School:	All Schools Selected	
Funding Eligible:	All	
Count Type:	All CEU Types	
Query Result Layout:	Summary - Totals	

NOTES:
When choosing the school or authority above, the selections refer to the recipient of the funding for the CEU value, not where the course was delivered.

Run Query

COURSE MARKS REPORTS (REPORTS TAB)

COURSE CONFLICTS (Turnaround) – lists the courses that have been reported by two or more schools for the same student in the same or overlapping term. The school delivering the most instruction minutes will receive the funding.

Alberta Education

Funding Event System
Course Conflicts

School Year: 2010-2011

Authority: Buffalo Trail Public No. 28 (1155)

ASN	Student Name	Course	Term	Credit	Completion Date	Course Type	School Authority Name	School Name	Instr Minutes	Adjustment Level
		OTH2998 Wrk Exp 25	1	10	2011/01/28	Regular Course	Buffalo Trail Public No. 28 (1155)	J. R. Robson School (3815)	______	Adjustment
			3	10	2011/06/28	Regular Course	Buffalo Trail Public No. 28 (1155)	J. R. Robson School (3815)	______	Adjustment
		OTH3998 Wrk Exp 35	1	5	2011/01/28	Regular Course	Buffalo Trail Public No. 28 (1155)	Mannville School (3604)	______	Adjustment
			3	5	2011/06/28	Regular Course	Buffalo Trail Public No. 28 (1155)	Mannville School (3604)	______	Adjustment

Buffalo Trail Public No. 28 (1155) Total: 2 Students with Course Conflicts

Course Conflicts have been resolved as noted

Secretary - Treasurer

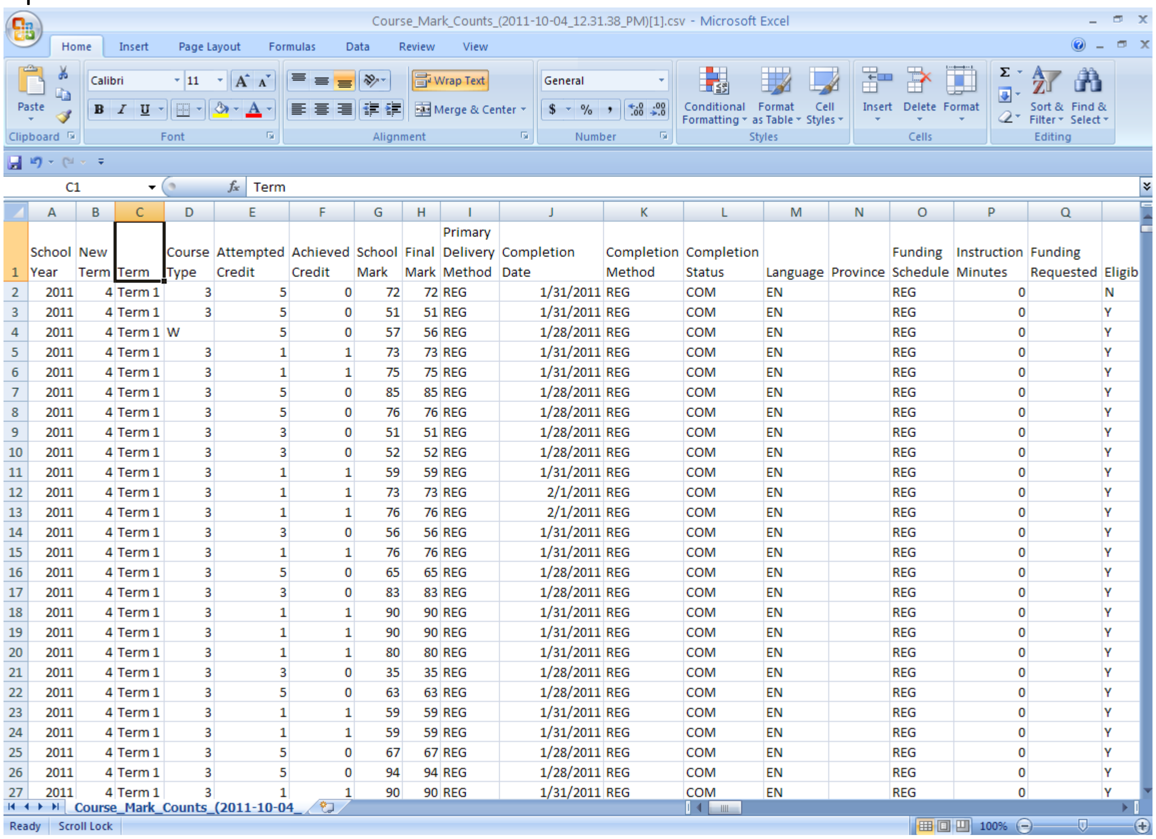
Date

Please indicate your instruction time in minutes using the Funding Event System or fax to School Finance at 780-427-2147 by 2011/12/31.

Course Conflicts | Page 1 of 34 | 2011/07/12 03:03:41 PM

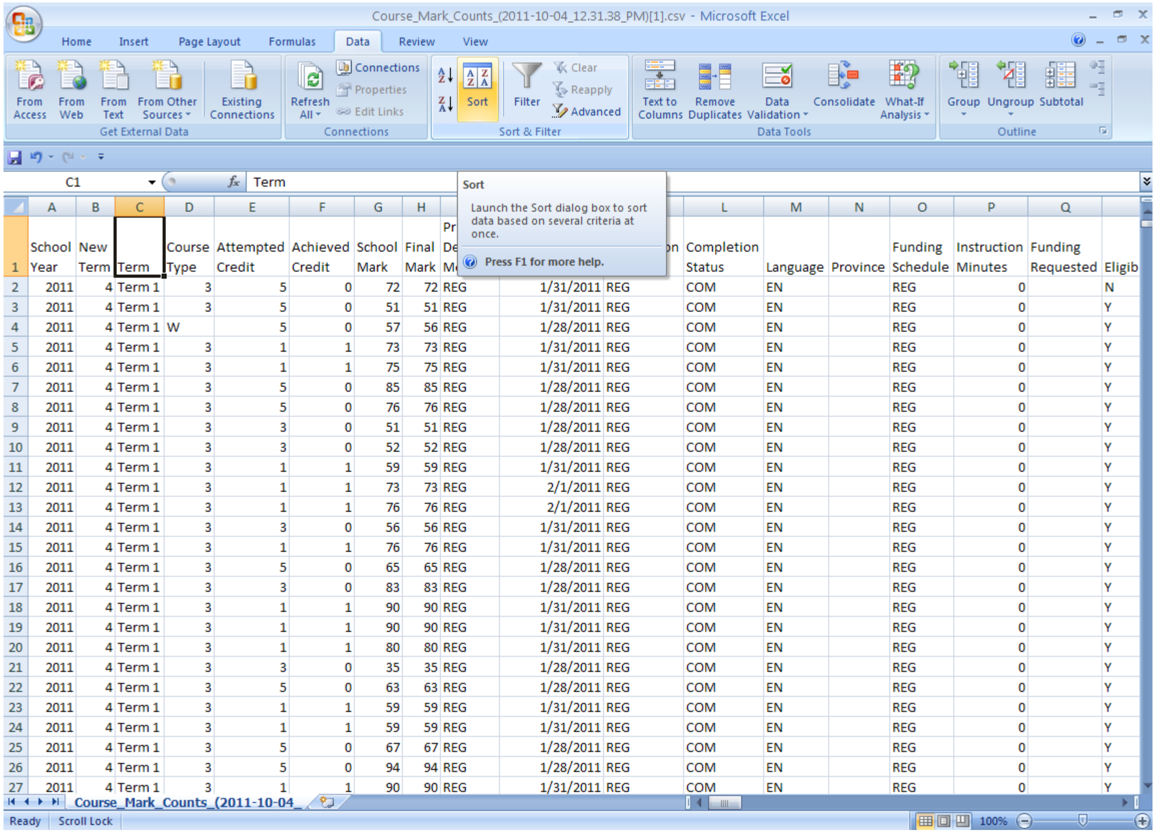
HOW TO SUBTOTAL IN EXCEL

Open the file from where it was saved in Excel

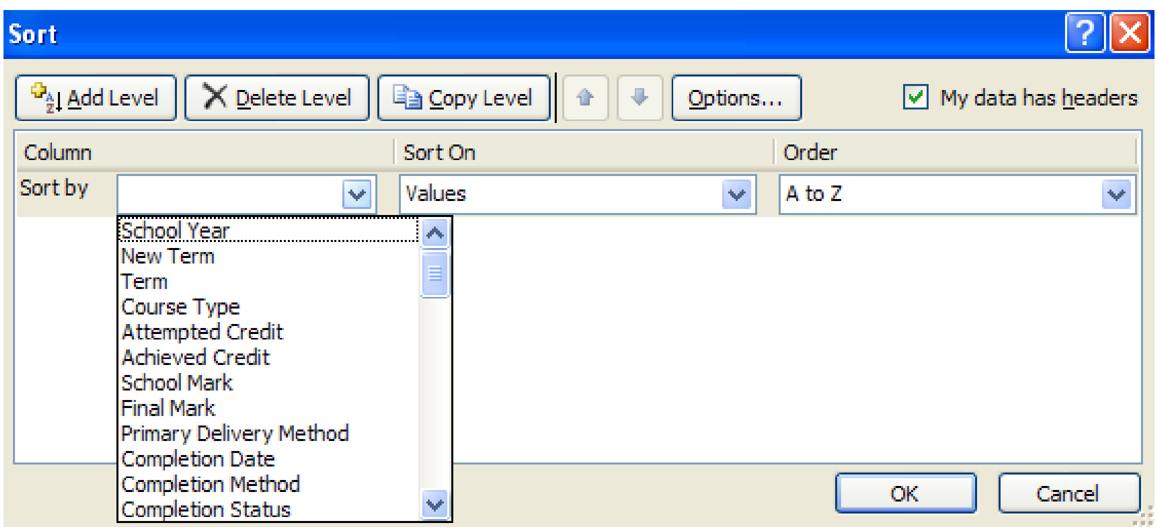


	School Year	New Term	Term	Course Type	Attempted Credit	Achieved Credit	School Mark	Final Mark	Primary Delivery Method	Completion Date	Completion Method	Completion Status	Language	Province	Funding Schedule	Instruction Minutes	Funding Requested	Eligib
2	2011	4	Term 1	3	5	0	72	72	REG	1/31/2011	REG	COM	EN		REG	0		N
3	2011	4	Term 1	3	5	0	51	51	REG	1/31/2011	REG	COM	EN		REG	0		Y
4	2011	4	Term 1	W	5	0	57	56	REG	1/28/2011	REG	COM	EN		REG	0		Y
5	2011	4	Term 1	3	1	1	73	73	REG	1/31/2011	REG	COM	EN		REG	0		Y
6	2011	4	Term 1	3	1	1	75	75	REG	1/31/2011	REG	COM	EN		REG	0		Y
7	2011	4	Term 1	3	5	0	85	85	REG	1/28/2011	REG	COM	EN		REG	0		Y
8	2011	4	Term 1	3	5	0	76	76	REG	1/28/2011	REG	COM	EN		REG	0		Y
9	2011	4	Term 1	3	3	0	51	51	REG	1/28/2011	REG	COM	EN		REG	0		Y
10	2011	4	Term 1	3	3	0	52	52	REG	1/28/2011	REG	COM	EN		REG	0		Y
11	2011	4	Term 1	3	1	1	59	59	REG	1/31/2011	REG	COM	EN		REG	0		Y
12	2011	4	Term 1	3	1	1	73	73	REG	2/1/2011	REG	COM	EN		REG	0		Y
13	2011	4	Term 1	3	1	1	76	76	REG	2/1/2011	REG	COM	EN		REG	0		Y
14	2011	4	Term 1	3	3	0	56	56	REG	1/31/2011	REG	COM	EN		REG	0		Y
15	2011	4	Term 1	3	1	1	76	76	REG	1/31/2011	REG	COM	EN		REG	0		Y
16	2011	4	Term 1	3	5	0	65	65	REG	1/28/2011	REG	COM	EN		REG	0		Y
17	2011	4	Term 1	3	3	0	83	83	REG	1/28/2011	REG	COM	EN		REG	0		Y
18	2011	4	Term 1	3	1	1	90	90	REG	1/31/2011	REG	COM	EN		REG	0		Y
19	2011	4	Term 1	3	1	1	90	90	REG	1/31/2011	REG	COM	EN		REG	0		Y
20	2011	4	Term 1	3	1	1	80	80	REG	1/31/2011	REG	COM	EN		REG	0		Y
21	2011	4	Term 1	3	3	0	35	35	REG	1/28/2011	REG	COM	EN		REG	0		Y
22	2011	4	Term 1	3	5	0	63	63	REG	1/28/2011	REG	COM	EN		REG	0		Y
23	2011	4	Term 1	3	1	1	59	59	REG	1/31/2011	REG	COM	EN		REG	0		Y
24	2011	4	Term 1	3	1	1	59	59	REG	1/31/2011	REG	COM	EN		REG	0		Y
25	2011	4	Term 1	3	5	0	67	67	REG	1/28/2011	REG	COM	EN		REG	0		Y
26	2011	4	Term 1	3	5	0	94	94	REG	1/28/2011	REG	COM	EN		REG	0		Y
27	2011	4	Term 1	3	1	1	90	90	REG	1/31/2011	REG	COM	EN		REG	0		Y

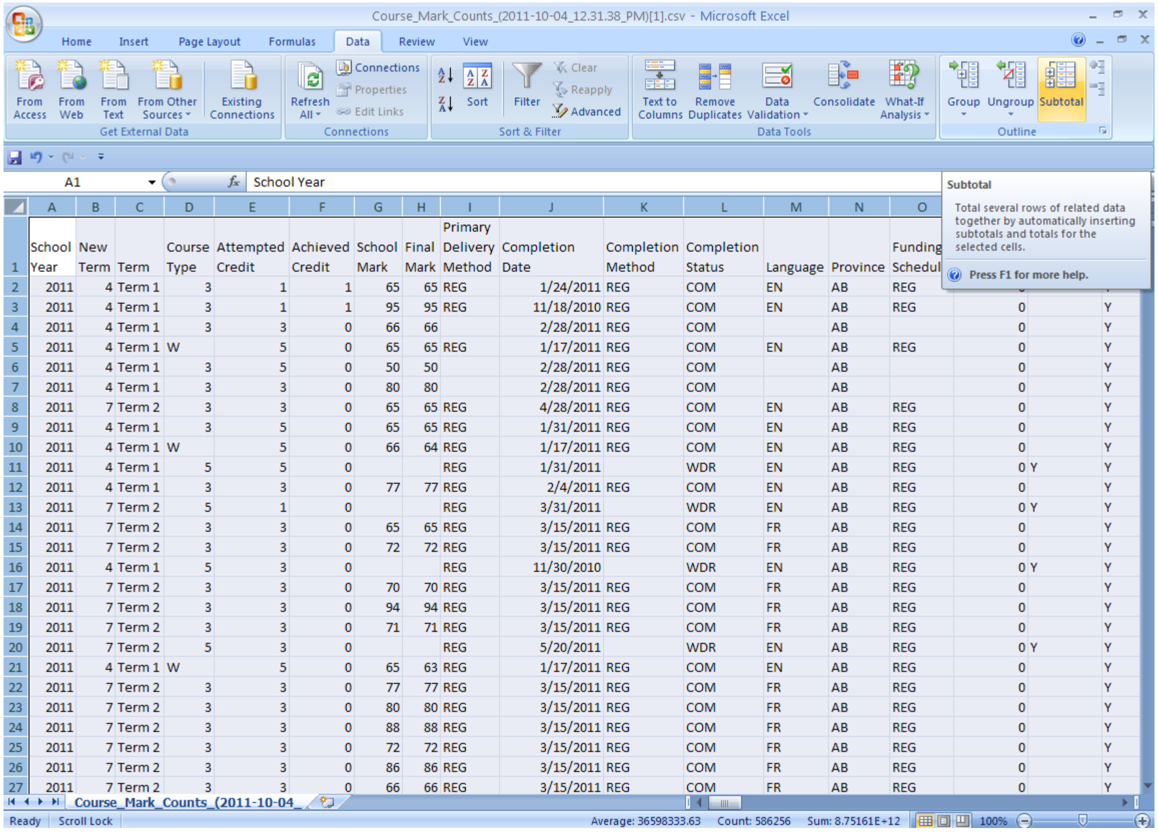
Highlight all of the data, including the Column Headings. From the **Toolbar** menu at the top, select **Data** and then **Sort.**



The **Sort** box will appear, allowing the user to choose how they want to sort the data. Click the **OK button**

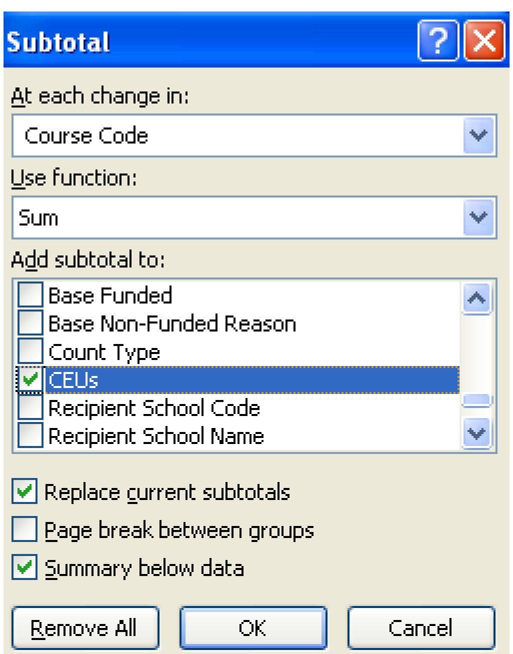


Click on the first record. From the **Toolbar** menu at the top, select **Data → Subtotals**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1	School Year	New Term	Term	Course Type	Attempted Credit	Achieved Credit	School Mark	Final Mark	Primary Delivery Method	Completion Date	Completion Method	Completion Status	Language	Province	Funding Schedul			
2	2011	4	Term 1	3	1	1	65	65	REG	1/24/2011	REG	COM	EN	AB	REG			
3	2011	4	Term 1	3	1	1	95	95	REG	11/18/2010	REG	COM	EN	AB	REG	0		Y
4	2011	4	Term 1	3	3	0	66	66		2/28/2011	REG	COM		AB		0		Y
5	2011	4	Term 1	W	5	0	65	65	REG	1/17/2011	REG	COM	EN	AB	REG	0		Y
6	2011	4	Term 1	3	5	0	50	50		2/28/2011	REG	COM		AB		0		Y
7	2011	4	Term 1	3	3	0	80	80		2/28/2011	REG	COM		AB		0		Y
8	2011	7	Term 2	3	3	0	65	65	REG	4/28/2011	REG	COM	EN	AB	REG	0		Y
9	2011	4	Term 1	3	5	0	65	65	REG	1/31/2011	REG	COM	EN	AB	REG	0		Y
10	2011	4	Term 1	W	5	0	66	64	REG	1/17/2011	REG	COM	EN	AB	REG	0		Y
11	2011	4	Term 1	5	5	0			REG	1/31/2011		WDR	EN	AB	REG	0	Y	Y
12	2011	4	Term 1	3	3	0	77	77	REG	2/4/2011	REG	COM	EN	AB	REG	0		Y
13	2011	7	Term 2	5	1	0			REG	3/31/2011		WDR	EN	AB	REG	0	Y	Y
14	2011	7	Term 2	3	3	0	65	65	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
15	2011	7	Term 2	3	3	0	72	72	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
16	2011	4	Term 1	5	3	0			REG	11/30/2010		WDR	EN	AB	REG	0	Y	Y
17	2011	7	Term 2	3	3	0	70	70	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
18	2011	7	Term 2	3	3	0	94	94	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
19	2011	7	Term 2	3	3	0	71	71	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
20	2011	7	Term 2	5	3	0			REG	5/20/2011		WDR	EN	AB	REG	0	Y	Y
21	2011	4	Term 1	W	5	0	65	63	REG	1/17/2011	REG	COM	EN	AB	REG	0		Y
22	2011	7	Term 2	3	3	0	77	77	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
23	2011	7	Term 2	3	3	0	80	80	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
24	2011	7	Term 2	3	3	0	88	88	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
25	2011	7	Term 2	3	3	0	72	72	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
26	2011	7	Term 2	3	3	0	86	86	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y
27	2011	7	Term 2	3	3	0	66	66	REG	3/15/2011	REG	COM	FR	AB	REG	0		Y

The **Subtotal** box will appear, allowing the user to choose how they want to subtotal the data. Click on the **OK button.**



On the left hand side the **Subtotal Toggle Buttons** appear.

1 = Grand Total

2 = Subtotal

3 = All Details

Use the **Subtotal Toggle Buttons** to view the results

FES CHECKLIST

DECEMBER EXTRACT

- ☐ Verify September 30 Enrolment
- ☐ Review Non-Funded Enrolments
- ☐ Review Priority School Conflicts (especially within School Authority)
- ☐ Complete Blended Home Education
- ☐ Review Underage/Overage
- ☐ Review ECS – 2nd Year
- ☐ Review Other Non-Funded
- ☐ Add Modify or Delete Enrolments

MARCH EXTRACT

- ☐ Verify CEU Enrolments
- ☐ Review CEU Non-Funded Courses
- ☐ Add Modify or Delete
- ☐ Review Course Conflicts
- ☐ Review Priority School Conflicts
- ☐ Complete Junior High Course Information
- ☐ Complete Blended Home Education

JUNE EXTRACT

- ☐ Complete Course Conflicts for Term 1

OCTOBER EXTRACT

- ☐ Complete Course Conflicts for Terms 2, 3 or 4

DEADLINES

- ☐ April 15 – Modification to enrolment and transportation information
- ☐ April 30 – Priority School Conflict (automatic process)
- ☐ Course and marks submission – to Student Enrolment and Marks
    - ☐ First Term – June 30
    - ☐ Remaining Terms of the School Year – November 15
- ☐ December 31 – last day to complete course conflicts
- ☐ December 31 – last day for Duplicate Mark response
- ☐ January 31 – last day for submission of Duplicate Marks backup documentation

TROUBLE SHOOTING

- ☐ FES Support Team - EDC-FESSupportTeam@learning.gov.ab.ca